

Board of Commissioners

Robert B. "Pete" Smeltz, Jr.
Chairman
Jeffrey A. Snyder
Vice Chairman
Paul W. Conklin
Commissioner



Jann R. Meyers, *Chief Clerk*
Larry E. Coplloff, *Solicitor*

Phone: (570) 893-4000
(800) 509-6697
Fax: (570) 893-4041

CLINTON COUNTY COMMISSIONERS

JOB POSTING

August 31, 2017

ALL EMPLOYEES WISHING TO BE CONSIDERED FOR THIS POSITION

MUST SUBMIT APPLICATION BY: September 15, 2017

POSITION TITLE: Full time Second Deputy Treasurer

SUPERVISOR: Michelle Kunes, Treasurer

LOCATION: Clinton County Court House, 230 East Water St., Lock Haven, Pa 17745

SALARY: \$25,795.00 (Grade D)

QUALIFICATIONS: High School diploma or equivalent with vocational/technical training in Bookkeeping, Office procedures or related field and one year of bookkeeping/clerical experience, or any combination of education and experience that provides equivalent knowledge, skills and abilities. Must be able to perform tasks using Microsoft Word and Excel. Requires ability to multi-task. Position requires a valid Pennsylvania driver's license, pre-employment drug screening and computer skills test.

Please direct all resumes and applications to Michelle Kunes, Treasurer, 230 East Water St., Lock Haven, PA 17745. Applications and job descriptions are available in the Commissioners' Office and on the County's website (www.clintoncountypa.com).

*CLINTON COUNTY COMMISSIONERS
232 EAST MAIN STREET, GARDEN BLDG., 3RD FLOOR
LOCK HAVEN, PENNSYLVANIA 17745*

