

August 31, 2017

Please run the attached notice in the Lock Haven Express on the following dates:

September 1 & 12, 2017

Please send proof of publication. Thank you.

Send Invoice To: Clinton County Commissioners
Administrative Offices
232 East Main Street – 3rd Floor Garden Bldg.
Lock Haven, PA 17745

JOB OPENING
CLINTON COUNTY GOVERNMENT
232 E MAIN STREET
LOCK HAVEN, PA 17745
PHONE: 570-893-4000

The Treasurer's Office is accepting applications for a full time Second Deputy Treasurer. Position requires a High School diploma or equivalent with vocational/technical training in Bookkeeping, Office Procedures or a 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 multi-task and perform tasks using Microsoft Word and Excel. Position requires a valid Pennsylvania driver's license, pre-employment drug screening and computer skills test. Starting Salary is \$25,795.00 (Grade D). Deadline for all submissions is September 15, 2017. Please direct all applications and resumes to Michelle Kunes, Treasurer, 230 East Water Street, Lock Haven, PA 17745. Applications and job descriptions are available in the Commissioners' Office and online at www.clintoncountypa.com.

Jann Meyers, Chief Clerk