

TWO OPEN POSITIONS MCKEAN COUNTY ADULT PROBATION

SECRETARY

McKean County Adult Probation/Parole Department
has an opening for a Secretary

EDUCATION: Associates Degree or comparable office experience

REQUIREMENTS: Employee must perform general office, accounting and court related duties in a fast paced environment. Applicant needs to have proficient computer skills which includes but is not limited to Word and Excel. Also, have outstanding written, verbal and organizational skills and be able to perform and prioritize multiple tasks.

37.5 hours per week

OFFICE MANAGER - PROBATION AIDE

McKean County Adult Probation/Parole Department
has an opening for an Office Manager/Probation Aide

EDUCATION: Associates Degree and previous office manager experience preferred

REQUIREMENTS: Employee will be responsible for the following duties:
Provide support to office staff, and maintain various operations of the office. Manage county collections, budget, and finances for the DUI Program and Community Service Program in addition to various court related duties in a fast paced environment. Applicant needs to have proficient computer skills which includes but is not limited to Word and Excel. Also, have outstanding written, verbal and organizational skills and be able to perform and prioritize multiple tasks.

37.5 hours per week

Please send cover letter, resume and county application for employment to:

Jodi L. Tanner
Chief Adult Probation Officer
500 W Main Street, Courthouse
Smethport, PA 16749

Employment application can be obtained by either calling (814) 887-3305 or going to the county's website HR page. (www.mckeancountypa.org)

Deadlines for resumes: February 25, 2019

E.O.E.