

**ADULT PROBATION SECRETARY  
FOR MCKEAN COUNTY, PENNSYLVANIA**

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. 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:

Gary H. Seefeldt, M.S.  
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](http://www.mckeancountypa.org))

Deadlines for resumes: March 2, 2018

E.O.E.