

MCKEAN COUNTY
PUBLIC DEFENDER INTAKE OFFICER/SECRETARY

McKean County is seeking qualified candidates for the Public Defender's office Intake Officer/Secretary position.

Requirements include:

- High School Diploma with 2 years general office experience preferred
- Computer literate and able to word process with speed and accuracy
- Detail oriented, flexible and able to meet tight deadlines
- Ability to deal with difficult and emotional situations
- Ability to maintain confidentiality
- Successful completion of background check

Interested applicants are invited to apply by completing a McKean County application (available on the County website at www.mckeancountypa.org) cover letter and resume. Please forward them to: Kathy Roche, Human Resources Director, McKean County Courthouse, 500 West Main Street, Smethport, PA 16749 or emailing it to: klroche@mckeancountypa.org by May 20, 2019. A complete job description is available upon request. We are an equal opportunity employer, M/F/D/V.