

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. Coploff, Solicitor

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CLINTON COUNTY COMMISSIONERS

JOB POSTING

September 20, 2018

ALL INDIVIDUALS WISHING TO BE CONSIDERED FOR THIS POSITION

MUST SUBMIT APPLICATION BY: October 4, 2018

POSITION TITLE: Part-time Clerk Typist II/Scanner/Microfilmer

SUPERVISOR: Prothonotary

LOCATION: Clinton County Court House

SALARY: \$11.50 an hour/not to exceed 1,000 hours annually

QUALIFICATIONS: High school diploma or equivalent with vocational/technical training in field with two or three years of related experience, or any combination of education and experience that provides equivalent knowledge, skills and abilities. Must have a valid Pennsylvania Driver's License, pre-employment drug screen, background check, and computer skills testing.

Please direct all resumes and applications to Prothonotary, Clinton County Court House, 230 E. Water St., Lock Haven, Pa 17745. Job descriptions and applications are available online at www.clintoncountypa.com.

CLINTON COUNTY COMMISSIONERS
2 PIPER WAY, SUITE 300
LOCK HAVEN, PENNSYLVANIA 17745