

Board of Commissioners

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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

May 14, 2018

ALL INDIVIDUALS WISHING TO BE CONSIDERED FOR THIS POSITION

MUST SUBMIT APPLICATION BY: **May 29, 2018**

POSITION TITLE: **Part time Clerk Typist**

SUPERVISOR: **Prothonotary**

LOCATION: **Clinton County Court House**

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, satisfactory pre-employment drug screen, background check, and completion of a computer skills test.

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

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.