

Job Posting

The County of Elk has an opening for a Part Time Administrative Assistant in the office of the Public Defender. The basic function of the position is to assist the Public Defender, Office Manager and other office staff with data entry, clerical duties, client management, document preparation and filing. Also assists in scheduling, making appointments and other communication with clients, other legal offices, or the Court as necessary. Effective time management, organizational ability and multi-tasking skills a must.

The hourly rate for this position is \$13.77 to \$20.66 per hour not to exceed 30 hours per week, M-F workweek. This is a Non-Exempt, Non-Union position.

High school diploma or equivalent is required. Must be proficient with use of technology and computer operating programs such as Excel, Word, and Outlook.

Applications are available at the Commissioner's Office daily from 8:30AM to 4:00PM or online at www.countyofelkpa.com then go to the Employment section.

EOE