

## **CLERK TYPIST II - SHERIFF'S OFFICE**

Daily duties include: answering the telephone, typing, filing, data entry, processing and issuing PA Conceal Carry Permits, scheduling prisoner transports, and preparing warrants for service. Must have a working knowledge of Microsoft Office, computers and general office equipment. The nature of the work performed in the Sheriff's Office is confidential in nature and all orders, regulations laws and procedures are expected to be obeyed.

Eligibility Requirements: High School Diploma or GED, and prior office experience or any equivalent combination of accepted education and experience.

This is a union position. Wage is \$11.60 an hour and \$12.59 after probationary period.

Please send resume and cover letter to Office of Chief Clerk, Room 203, 330 Main Street, Clarion, PA, 16214 by January 25th, 2019.

EOE

Job Type: Full-time

Salary: \$11.60 to \$12.59 /hour