

The County of Clarion is seeking applications for full-time (35 hours per week) Confidential Administrative Assistant to perform general office work in the County Commissioners Office. A high school diploma or equivalent is required. Candidates for this position should have excellent communication skills, knowledge of Microsoft Office Programs, and the ability to work with limited supervision. Applications can be obtained at www.co.clarion.pa.us or the office of the Chief Clerk, 330 Main Street, Clarion, PA 16214

Completed applications and a letter of interest can be sent to: Tim Cochran, Director of Employee Relations, 330 Main Street, Clarion, PA 16214 or tbest@co.clarion.pa.us. EOE.

Anything sent via email must to be sent in PDF or DOCX Office format for us to receive it. Thank you