

Ambur Thurston
Human Resources Director



Bradford County Human Resources Office

INTERNAL POSTING

JOB OPENING

POSITION: Administrative Assistant I

LOCATION: Probation Department

SALARY: Grade 14 \$14.57 per Hr
40hrs/week

REQUIREMENTS: The Probation Department is seeking an Administrative Assistant I. This position will be responsible for various administrative duties that involve a high degree of personal contact with various governmental and non-governmental agencies. The candidate should be proficient with computer based programs, have a strong telephone etiquette and able to multi task during high volume times. Knowledge of the PA Juvenile and Criminal Court system a plus. Must be able to attain criminal and child abuse clearances.

Interested County Employees should contact the Human Resources Department