

Clerk Judicial Records

The OFFICE OF THE CLERK OF JUDICIAL RECORDS of Lackawanna County has an opening for a **Clerk** located at the BROOKS BUILDING 436 Spruce Street, Scranton, PA.

KEY RESPONSIBILITIES

- File maintenance
- Prepare reports & correspondence as necessary
- Telephone and management assistance as assigned

KEY QUALIFICATIONS

- Advanced organizational and strong communication skills. Must be able to work in a fast paced environment
- Computer literacy
- EXCEL and ACCESS program skills
- High school graduate or GED required
- Minimum two (2) years recent clerical/administrative experience required

Interested candidates may submit an application with resume no later than November 22, 2010 to the following address:

Human Resources Analyst
Lackawanna County Administration Building
200 Adams Avenue, 6th Floor
Scranton, PA 18503,
petersens@lackawannacounty.org.

EOE