

## Confidential Assistant

Provides executive-level administrative support by handling information requests, preparing correspondence, scheduling meetings, receiving visitors and arranging conference calls.

### **Key Responsibilities:**

- Manage and maintain schedules
- Prepare memos, letters and other documents as requested
- Read and analyze incoming memos, submissions and reports to determine their significance and plan their distribution
- Open, sort, and distribute incoming correspondence, including faxes and email
- Prepare responses to correspondence containing routine inquiries
- File and retrieve County documents and reports
- Maintain files for Boards and Authorities

### **Qualifications:**

- Associate's Degree from an accredited college, preferred
- Proficient in Microsoft office products; including, Word, Excel, Outlook and Power Point
- Must possess strong organizational, interpersonal and analytical skills
- Ability to prioritize, work efficiently, complete tasks within deadlines, and transition from task to task
- Strong attention to detail
- Ability to be creative, innovative, work independently and troubleshoot issues with undefined solutions
- Experience in handling and producing confidential information

**Interested candidates submit a resume and cover letter by Friday January 27, 2012, to:**

**Lackawanna County Chief of Staff  
200 Adams Avenue, 6<sup>th</sup> Floor  
Scranton, PA 18503**

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