

LACKAWANNA COUNTY COMMUNITY CORRECTIONS CENTER
Part Time Resident Manager

Lackawanna County's Community Corrections Center is seeking one (1) part-time Resident Manager. The successful candidate will be responsible for:

- Supervising inmates
- Contacting clients
- Processing daily logs, reports and forms

Requirements:

- Experience in the Criminal Justice field with a Bachelor's Degree preferred
- Clerical expertise
- Verbal and written efficiency in dealing with clients.
- Supervisory skills

**Interested candidates must submit an application and resume
no later than November 12, 2010 to:**

**Analyst for Human Resources
Department of Administrative Services
200 Adams Avenue, 6th Floor
Scranton, PA 18503**

petersens@lackawannacounty.org

EOE