

**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, resume and references  
no later than June 24<sup>th</sup>, 2010 to:**

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

[petersens@lackawannacounty.org](mailto:petersens@lackawannacounty.org)

**EOE**