

Administrative Assistant II (Commissioners)

Seeking a responsible person for a full-time position.

Essential functions will include processing Payroll biweekly and Accounts Payable. Attention to detail is a necessity. The ability to work with other departments and vendors is a requirement.

Knowledge of Munis/Tyler Technology is helpful but not required. Must have knowledge of Microsoft Office.

The hourly rate is \$19.27 per hour. 35-hour workweek

Submit cover letter, resume and references to the
Commissioner's Office

County of Indiana
Attn: Melissa Miller
825 Philadelphia Street
Indiana, PA 15701