

## Data Entry / Image Preservation- Register and Recorder

This is a Part-time position.

The position performs specialized clerical tasks and assignments along with secondary interaction with the general public.

Employees in this classification perform a wide variety of moderately specialized office duties which will require the application of independent judgment.

### **Examples of some Essential Job Functions:**

- The ability to work well with the general public and fellow employees.
- Assisting supervisor with monthly reports
- Ability to review documents and calculate fees
- Scanning, copying and researching said documents
- Process Veterans Discharges and take photos

The pay rate is \$12.99 per hour.

Interested candidates should provide a resume or application to:

Melissa Miller, HR Director  
Indiana County Courthouse, 2<sup>nd</sup> Floor  
825 Philadelphia St.  
Indiana, PA 15701

[mmiller@indianacountypa.gov](mailto:mmiller@indianacountypa.gov)