

## Intake Technician:

Seeking a responsible person for a full-time clerical position.

Important details about the position and skills necessary:

1. Interviewing skills.
2. Knowledge of individual and group behavior.
3. Ability to deal with stress effectively.
4. Ability to express ideas effectively, both orally and in writing.
5. Well organized, detail oriented and able to perform duties in a timely manner.
6. Exhibit a positive attitude in interaction with coworkers, management and staff.
7. Minimum Experience/Training: High school diploma or equivalent. Two (2) years general office experience.

The pay rate is \$10.78 per hour. 35 hour workweek.

Please send resume or employment application to:

Indiana County Courthouse

Attn: Melissa Miller

825 Philadelphia Street

Indiana, PA 15701

mmiller@indianacountypa.gov