

Magisterial District Judge Secretary II:

Seeking a responsible person for a full-time clerical position. Experience and/or education in any of the following areas is desired: Paralegal experience, criminology education, work experience in an attorney office, work experience in a court related governmental office, related legal education and/or experience.

Computer skills and attention to detail are necessary along with the ability to interact aptly with the public. Medical, vision, holidays, retirement plan are part of the package. Please submit resume or application to Commissioners' Office.

This position will be at the Homer City office.

The pay rate is \$11.28 per hour. 35 hour workweek.

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