

Secretary II

Indiana County is seeking a responsible person for a **full-time position as Secretary II for the Penn State Extension office**. The successful candidate will work with the **public** and volunteers to provide necessary assistance. **Computer skills and attention to detail are necessary**, including knowledge of Microsoft Office programs and the ability to learn the 4-H Online database program. **Other duties** include answering routine telephone inquiries, greeting visitors, and providing support to 4-H Leaders, members and staff. Health, vision, and a retirement plan are part of the package. **Previous 4-H experience is preferred.**

The work is Monday through Friday, day work (primarily). There are some occasional after hours events. The workweek is 32.5 hours.

The hourly rate of pay is \$11.77.

Interested candidates should submit an application and/or resume to the Commissioners' Office:

Indiana County Courthouse
2nd Floor, Commissioners Office
825 Philadelphia Street
Indiana, PA 15701
Or email to mmiller@indianacountypa.gov