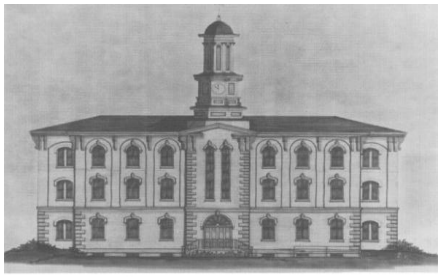
Richard Wilbur
Chairman

Thomas S. Henry
Vice Chairman

Ernest A. King, Jr.
Commissioner



Amber Franko
Chief Clerk

Anthony P. Litwin
Solicitor

Wyoming County Commissioners
1 Courthouse Square
Tunkhannock, PA 18657
(570) 996-2273
(570) 836-7244

Position Opening
Administrative Assistant Elections/Treasurer Tax Claim – Elections / Treasurer's Offices

The Elections / Treasurer's Offices of Wyoming County, Pennsylvania is seeking applicants for the position of Administrative Assistant Elections/Treasurer Tax Claim. This is a full time, union position with full benefits. Candidates should possess a High School Diploma or equivalent and it is preferred to have 1–2 years of working experience in elections, along with some knowledge of the Election Code and some business and computer training. All applicants must be able to pass all required clearances.

The Administrative Assistant Elections/Treasurer Tax Claim will be responsible for upholding the integrity of the county's electoral and financial processes. The main goal is to ensure compliance with Federal and State laws (including the SURE Act) by managing voter registration and providing full administrative, technical, and logistical support for all elections. Concurrently, the role involves managing daily financial transactions, public licensing, and clerical duties within the Treasurer's Tax Claim office, serving as a primary public contact for both departments.

Responsibilities also include election duties involve the complete lifecycle of voter records, from processing new registrations and updating files, to providing hands-on support like training poll workers and troubleshooting the SURE and Clear Ballot systems. The assistant is vital in preparing for and executing the election, including ballot distribution, supply management, and results certification. In the Treasurer's office, responsibilities include daily cash management, receipting Tax Claim payments, tracking payment plans, and issuing various public licenses.

Qualified applicants should possess knowledge of modern office practices, technical proficiency in operating personal computers, and an understanding of the principles of supervision. They must also demonstrate a strong willingness to learn and acquire a basic understanding of state and county election laws, procedures, and voter registration requirements.

Applications are available in the Commissioner's Office and on the County's website: wyomingcountypa.gov. Applications must arrive in the Commissioner's office on the 2nd floor of the Wyoming County Courthouse, 1 Courthouse Square, Tunkhannock, PA 18657 no later than November 30, 2026. Applications can be mailed, hand-delivered or emailed to employment@wyomingcountypa.gov.

WYOMING COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER