



OFFICE OF THE DISTRICT ATTORNEY
WYOMING COUNTY

One Courthouse Square

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Joseph C. Peters
District Attorney

David A. Ide
Chief County Detective

Deborah Albert-Heise
First Assistant District Attorney

Robert P. Shells, III
Assistant District Attorney

District Attorney's Office Position Available

Office Manager

The District Attorney of Wyoming County, Pennsylvania is seeking applications for the position of Office Manager in the District Attorney's Office. This is a non-union position, and all applicants must be able to pass a fingerprint-based criminal background check and all other required clearances. Competitive compensation package will be based on education and experience.

Job duties include receiving and processing scheduling orders and incoming mail; management of office schedule for three (3) attorneys and county detective; communication and interaction with court staff; case management and preparation of files for court appearances; management of trial list; preparation of legal documents for filing as needed; processing of accounts payable; accounting and reporting of office checkbooks and general office administration such as ordering office supplies, etc. Qualified applicants will have strong organizational and communication skills, be able to work independently and have the ability to work with Google sheets, Microsoft Word, Excel, QuickBooks and PowerPoint. Experience with grants is appreciated but not required.

Applications are available in the Commissioner's Office and on the County's website and must arrive at the District Attorney's Office on the 3rd floor of the Wyoming County Courthouse, 1 Courthouse Square, Tunkhannock, PA 18657 by mail, email or hand-delivery by **November 6, 2023 by 4:00 p.m.**

WYOMING COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER