

JUDICIAL ADMINISTRATIVE PROFESSIONAL

Wyoming County Judge's Chambers is seeking an administrative professional for a full-time salary position; 35 hour per week with full benefits.

The Court of Common Pleas of the 44th Judicial District of Wyoming and Sullivan Counties is seeking a highly motivated administrative professional. The individual in this position is expected to perform a variety of secretarial and administrative tasks effectively, meet multiple deadlines, prioritize and organize tasks, demonstrate attention to detail, including proofreading, grammar, and formatting documents, as well as navigating case management systems, email and file explorer, be adaptable to new responsibilities, maintain confidentiality, and have legal and clerical experience.

The successful applicant shall:

1. Pass a criminal background check.
2. Provide child abuse clearances.
3. Have a valid driver's license with good driving record.

Please submit application and resume with three references no later than September 20, 2024.

This is a full-time non-union salary position. Salary will be based on experience and education. Applications may be submitted to the Court Administration Office. Wyoming County is an equal opportunity employer.

Job Type: Full-time

Benefits:

- 401(k)
- Dental insurance
- Health insurance
- Paid time off
- Vision insurance

Schedule:

- Day shift
- Monday to Friday

Education:

- High school or equivalent (Preferred)

Work Location: In person