

## **NOW HIRING!**

The Wyoming County Commissioner's Office is accepting applications for the position of:

### **Central Supply/Mailroom/Switchboard Clerk**

ESSENTIAL JOB DUTIES INCLUDE BUT ARE NOT LIMITED TO:

- Sorting and distributing incoming and outgoing mail
- Answer the Courthouse main phone line/transfer incoming calls to appropriate offices
  - Maintain inventory of office supplies for county departments
- Receive, order and process all items purchased through the County General Fund
  - General office duties

This is a non-union position. All applicants must be able to pass all required clearances.

Applications are available in the Commissioner's Office and on the County's website:

[wyomingcountypa.gov](http://wyomingcountypa.gov)

Interested candidates can email us at [employment@wyomingcountypa.gov](mailto:employment@wyomingcountypa.gov)

Wyoming County is an Equal Opportunity Employer