

## **NOW HIRING!**

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

### **Deputy Chief Clerk/HR Assistant**

ESSENTIAL JOB DUTIES INCLUDE BUT ARE NOT LIMITED TO:

- Payroll Processing
- Accounts Payable Processing
- Preparing various county correspondence
- Coordination of grant funding
- Financial analytics

This is a non-union position. All applicants must be able to pass all required clearances. Competitive compensation package will be based on education and experience.

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