



OFFICE OF THE DISTRICT ATTORNEY WYOMING COUNTY

One Courthouse Square

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District Attorney

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Administrative Assistant – District Attorney’s Office Job Description

The District Attorney of Wyoming County, Pennsylvania is seeking applications for the position of Administrative Assistant in the District Attorney’s Office. This is a 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 processing all adult criminal files for court and general file maintenance. Preparing files for court, receiving court lists, pulling files, checking for appropriate paperwork and reports, communicating with court staff as needed and updating attorneys.

Duties also include running criminal history and driving records of defendants, preparing and filing criminal information and amending as necessary, collecting ARD applications and obtaining attorneys’ approval on applications, and giving fully signed ARD application to Adult Probation.

The Administrative Assistant also receives and prints waivers of formal arraignments and notates in file, updates Prosecutor Management software with appropriate case status and upcoming court hearings, and prepares various criminal court documents dealing with cases in all stages of prosecution including bills of information, laboratory billing, petitions and motions.

In addition, duties include printing orders scheduling sentencing hearings, ARD hearings and probation/parole violation hearings, having contact with the general public, defendants, victims, witnesses, attorneys, police officers, court staff and other persons, both over the phone and in person, to provide case and procedure-related information, answer questions and resolve case related issues.

The Administrative Assistant assists other office members as required, performs related work as required and processes general office correspondence.

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 **October 22, 2025 by 4:00 p.m.**

WYOMING COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER