

FRANKLIN COUNTY

Has an opening for:

Administrative Assistant II

Full Time **\$16.57**

Are you a motivated, service-driven individual? If so, we need to talk. We are looking for someone to perform specialized administrative and other office work timely to ensure efficient operations in MH/IDD/EI. If selected for this important job, you will serve as a liaison between human service departments and other external agencies. You will also assist with a wide variety of projects and programs. We want a self-starter who wants to make a difference and give back to their community. If that is you, contact us today!

About Us

Franklin County is a great place to live and work! Nestled between the Blue Ridge and Tuscarora mountains in South Central Pennsylvania but not far from DC, Baltimore and the beaches of the mid-Atlantic, Franklin County is one of the fastest growing counties in the Commonwealth. We want the best people working to serve the 155,000+ residents that call this beautiful area “home.”

Requirements

One year of experience as a staff assistant to an administrative officer or as a technician in a staff service of a large organization; and such training as may have been gained through graduation from a four year college or university; or any equivalent combination of experience and training.

Applications may be obtained at: **FRANKLIN COUNTY HUMAN RESOURCES**, 272 North Second Street, Chambersburg, PA 17201, or at www.franklincountypa.gov. Applications must be returned to the Human Resources Department. EOE