

# COMMISSIONERS OF WAYNE COUNTY

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925 COURT STREET  
HONESDALE, PA 18431  
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May 12, 2014

**Adult Probation Office – TEMPORARY Office Clerk opportunity: Available in the Dimmick Bldg., 925 Court Street, Honesdale, PA 18431.**

The above stated position shall constitute the following:

1. Shall be a Temporary Employee: 37.5 hours per week; beginning on or about June 2 and terminating on or before November 21, 2014. The position requires the candidate to be subjected to a criminal history clearance check conducted by the adult probation department.
2. Such hours shall be: Daily presence in office from 8:30 a.m. to 4:30 p.m., with a one-half hour lunch, Monday through Friday. The position will be generally a receptionist office position that requires other duties in conjunction to be completed. You will be engaged in data entry involving multiple software systems. A candidate should possess good English skills, have attention for detail and accuracy, organizational skills, polite communication skills, possess competent computer skills, and adequate interpersonal skills. The candidate should be comfortable with current technologies within an office environment and be able to work independently. You must be trustworthy.
3. Employee is subject to both county and court policy manuals and will be under the supervision of the Chief Adult Probation and Office Manager. Both the Chief Adult Probation Officer and the Office Manager will direct your job duties. Some in-house training will be required.
4. Hourly rate offered is \$8/hr.
5. **Deadline for applications—May 23, 2014**, mail directly to Wayne County Adult Probation, Attention: James R. Chapman, Chief Adult Probation Officer; 925 Court Street, Honesdale, PA 18431.

Essential Requirements of Candidate

1. High school graduate or equivalency diploma.
2. Preferred experience in an office setting to include phone skills, counter service, scheduling and receipting of payments.
3. Sufficient computer skills and familiarity with computer systems and typical office software desired.
4. Must be flexible with a pleasant demeanor. Position may expose candidate to delicate and emotionally troubling subject matter and involves contact with persons involved in difficult personal situations that requires a detached but professional persona.
5. You must understand that the office does have an element of risk for personal injury due to the nature of our business—probation and parole work.