



Part Time Clerk III

Department: Department of Public Safety / Emergency Management Agency

Revised: July 2025

DESCRIPTION

Work involves a variety of clerical duties that are technical in nature. Typical responsibilities may include: performing receptionist duties, operation of personal computer, use of other general office equipment, sorting and routing office mail, and filing for office staff.

SPECIFIC DUTIES

- Daily mail run, sorting of incoming and interoffice mail.
- Composes correspondence (letters, memos, etc.) and reports both internally and externally for management staff.
- Shares with the Clerk IV the following duties: answer phones, faxes, other daily priorities, and covers during his/her absence.
- Assists DPS staff with copying, filing, mailings, and other general office duties.

SUPERVISORY RESPONSIBILITIES

N/A

WORKING CONDITIONS

Individual will work in normal office surroundings. Daily work hours will be 10:00 AM – 2:00 PM (M-F) not to exceed 1,000 hours annually. Occasionally required to report to work after hours when the County Emergency Operations Center is activated and work on a rotating basis. Occasional full days from 8:30 AM – 4:30 PM to cover vacations.

JOB REQUIREMENTS

- High School graduate.
- Must commit to taking individual FEMA online training courses during work hours.
- Participate in drills, exercises, and trainings at the DPS complex.
- Ability to effectively operate personal computer and other general office equipment.
- Thorough knowledge of modern office practices and procedures.
- Thorough knowledge of business English, spelling, punctuation, and arithmetic.
- Ability to understand and carry out moderately complex oral and written instructions and compile clear, concise routing reports with limited instruction.
- Ability to perform other tasks or office functions as assigned.

- Must submit to and pass a pre-employment drug screening and criminal background check per County policy.

Company Description

County of Lycoming is a county in the U.S. Commonwealth of Pennsylvania and comprises the Williamsport Metropolitan Area. Lycoming is Pennsylvania's largest county by area and is a great place to live and work, offering outdoor adventures, history and culture, and sporting events.

Providing quality customer service to our citizens, business owners and visitors is County of Lycoming's top priority and that starts with our employees.

We offer an award-winning comprehensive benefits package, including generous paid holidays and vacation, a deferred benefit retirement plan, deferred compensation retirement plan availability, affordable medical and dental coverage, innovative wellness programs, extensive professional development opportunities, and more.

County of Lycoming is an Equal Opportunity Employer

This Organization Participates in E-Verify

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