

Job Posting

Organization:	Tioga County Sheriff's Office
Job Title / Position Number:	Office Manager
Type Position:	Full Time
Salary Range:	TBD
Posting Length:	11 days
Posting Dates:	10/21/2025 to 10/31/2025
Contact Name / Number:	Casey Zuchowski ; 570-723-8205 or Marlo Carl; 570-723-8204
Job Description:	See Attached Job Description

The Office Manager position consists of managerial work which involves a wide variety of activities in assisting the Sheriff in the administration and operation functions of the office. In addition to directing the implementation of Sheriff's Office rules and policies and overseeing day-to-day operations, the position may include light clerical work as required to ensure the operation of the office and fulfillment of its function and purposes. Positions in this class are characterized by the sensitivity of matter handled, the exercise of substantial discretion and judgement, heavy emphasis on coordination of staff and outside entities, and follow-up activities. Work may entail the supervision of line staff within the department. Work is performed with initiative and independent judgement and evaluated solely by the Sheriff for adherence to instructions and established procedures. Work includes frequent contact with confidential information from various agencies, firms, or individuals which must be protected.

ELIGIBILITY -- ALL CANDIDATE(S):

EDUCATION AND EXPERIENCE:

* High School Graduate or GED equivalency

*One year of relevant experience performing duties / tasks on the same level as the essential functions of this position or any equivalent combination of education, experience and training that provides the required knowledge skills and ability to perform this job.

HOW TO APPLY -- ALL CANDIDATES

The following materials must be received by 4:30 pm on or before 10/31/2025. Late applications will not be accepted.

1. Completed Tioga County Employment Application. The application must provide details of experience and training as related to the minimum experience and training requirement for the vacancy so eligibility can be determined.

If interested in applying, please send applications to:

Attn: Human Resources, 118 Main Street, Wellsboro, PA 16901

Applications can also be emailed to: mcarl@tiogacountypa.us

TIOGA COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

JOB TITLE: Office Manager

DEPARTMENT: Sheriff's Office

SUPERVISOR: Sheriff

HOURS: 40 hours per week (Monday – Friday 8:00 AM–4:30 PM)

ESSENTIAL FUNCTIONS:

- Receiving Writs of Execution on Personal Property and Real Property
- Receiving Garnishments/Interrogatories
- Prepares Levy Postings
- Schedules Personal Property/Sheriff's Sales
- Prepares hand bills and receipts for personal property sales
- Assists with License to Carry Processing and Records
- Trains clerical staff
- Balancing bank accounts monthly
- Responsible for Public Relations Material
- Attends public relations events
- Receiving complaint in mortgage foreclosures
- Prepare list of properties for website
- Prepare sheriff sale schedule
- Prepare hand bills
- Prepare advertisements for the Wellsboro Gazette
- Notify tax claim and register and recorder of sheriff sale
- Prepare and calculate cost bid sheets
- Attend all sheriff sales
- Prepare all billing statements following sheriff sale
- Prepare schedule of distribution
- Enter and distribute all funds associated with sheriff sales
- Prepare and record deeds
- Schedule lock-outs when deemed necessary
- Other related duties associated with sheriff sales
- Assist the public with sheriff sales
- Processes a variety of civil complaints
- Reconciles month end reports
- Prepares State Semi-Annual Surcharge Report
- Reviews and prepares coding for accounts payable/receivable
- Provides direct administrative support and oversees clerical staff
- Provides Administrative support directly with the Sheriff
- Orders office equipment/supplies for the office
- Assists with the budget process
- Notarizes Returns of Service and other office documents

MINIMUM QUALIFICATIONS:

- High School graduate or GED equivalency
- One year of relevant experience performing duties/tasks on the same level as the essential functions of this position or any equivalent combination of education, experience and training that provides the required knowledge skills and ability to perform this job.

KNOWLEDGE, SKILLS AND ABILITIES:

- Proficient in the use of all office equipment
- Knowledge and ability to prepare standard business forms, correspondence, files and data maintenance
- Performing a variety of complex clerical, bookkeeping and accounting tasks to include applying accepted procedures to the preparation and maintenance of accounting and other records
- Possess good communication skills
- Adhere to established safety and security procedures
- Independently work and problem solve
- Possess good customer service skills