

JOB POSTING

Executive Assistant of Records

Tioga County is currently accepting applications for an Executive Assistant of Records at Tioga County Prison. The position is clerical supportive staff for the Office Manager and will perform a variety of tasks.

To apply for this position, please visit the Tioga County website, www.tiogacountypa.us. Select the Human Resources department and click the link for online application to complete and submit online. If you prefer a paper copy, the application can also be found on our website or to pick up in the Courthouse lobby. For further questions, please contact the Human Resource office at (570)723-8205.

MINIMUM REQUIREMENTS

- Requires ability to communicate professionally, in person and on the telephone.
- Requires the ability to prepare and maintain accurate records.
- Must have the ability to establish and maintain effective working relationships with other employees.
- Must be able to exhibit professionalism at all times when dealing with the public.
- Must have basic computer skills (including Microsoft Word and Excel).
- Experience in billing/coding and accounting required.
- Experience in grant writing skills a plus.
- Criminal Justice background is preferred.

STARTING RATE: \$16.00 per hour

HOURS OF WORK: Monday through Friday 8:00 a.m. – 4:30 p.m.

Posting from May 22, 2026 to June 5, 2026

Tioga County is an Equal Opportunity Employer.

Benefits:

- 5 days of vacation after 6 months
- 2 personal days after 6 months
- Paid sick days after 6 months
- 12 paid holidays per year
- Health, dental, and life insurance
- Health insurance rebate if you don't need County insurance
- Vision reimbursement
- Pension