JOB POSTING

Secretary to the District Attorney

Tioga County currently has a full-time with benefits vacancy for a Secretary to the District Attorney in the District Attorney's office. The position is a non-union position.

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)723-8204 or 8205.

DESCRIPTION

This is responsible administrative work which involves a wide variety of activities in assisting the District Attorney in the operation of the department. The position includes clerical work as required to ensure the operation of the office and fulfillment of its functions and purposes. Positions in this class are characterized by the sensitivity of matter handled, the exercise of substantial discretion and judgment, heavy emphasis on coordination of staff and outside entities, and follow-up activities. Work is performed with initiative and independent judgment and evaluated solely by the District Attorney for adherence to instructions and to established procedures. Work includes frequent contact with confidential information from various agencies or individuals which must be protected.

MINIMUM REQUIREMENTS

- Requires the ability to independent decisions in accordance with established policies and procedures.
- Thorough knowledge of business English, legal terms, spelling, arithmetic and vocabulary;
- Thorough knowledge of secretarial and business practices and procedures;
- Skill in the operation of a computer system and office machines;
- Ability to compose and prepare various letters, memos, reports and other materials
- Requires the ability to learn and use specialized language, legal terms and technical terms.
- Must be able to exhibit skill in effective verbal and written communication.

EDUCATION AND / OR EXPERIENCE

High School Diploma or equivalent or any combination of education and experience which provides the following knowledge, skills and abilities.

STARTING RATE: $16.00 per hour

HOURS OF WORK: Monday through Friday 8:00 a.m. – 4:30 p.m. with a .5 hour unpaid lunch

Posting dates: November 19, 2026 to December 3, 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