

Chief Clerk

The Office of Montour County Commissioners has an opening for Chief Clerk. This position reports directly to the Board of Commissioners and is responsible for overseeing budget preparation/administration as well as election administration. This position also serves as Human Resources Director, and Secretary of the Montour County Employees Retirement Fund. Other duties include supervision of staff, serving as Public Information Officer for the Emergency Management Agency, and coordinating insurance programs.

This is a full-time position with superior health benefits, retirement, paid vacation.

Applications and job description may be obtained online at www.montourcounty.gov and may be submitted to rdressler@montourcounty.gov.

Montour County is an Equal Employment Opportunity Employer.