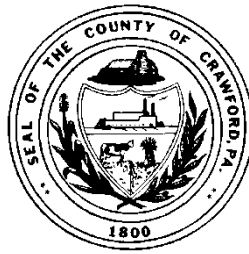


Crawford



County

ERIC S. HENRY
Chairman

SCOTT T. SCHELL
Vice-Chairman

CHRISTOPHER R. SEELEY
Secretary/Treasurer

**Human Resources
Department**
COURTHOUSE
MEADVILLE, PA 16335
(814) 333-7396

BRITTANY L. JOHNSTON
Director of Human Resources

KEITH A. BUTTON
Solicitor

JOB VACANCY

Posting Period: August 11, 2025 until filled

Job Title: Secretary/Assistant Open Records Officer

Location: Crawford County Commissioners Office, 903 Diamond Park
Meadville, PA 16335

Classification: Full-Time—Non-Exempt, Non-Union

Work Hours: 8:00A.M. - 4:30P.M. Monday-Friday (40H) ½ hour unpaid lunch

Essential Duties: Assists the Chief Clerk in performing a variety of administrative duties for the Board of County Commissioners. Assists in the preparation of agendas and minutes for the Board of Commissioners meetings. Balances checkbooks. Maintains records of Board action and resolutions. Assists in the processing of Open Records Requests. Performs varied clerical functions in a timely manner to assure efficient operation of the Commissioner's office. Runs mail and assists the Procurement Specialist with purchasing and other duties, as needed. Schedules fairground rentals and storage.

Qualifications: Ideal candidates should have at a minimum a high school diploma or GED equivalent degree with a strong clerical background and computer experience. 1 -3 years previous experience performing clerical functions.

Pay: \$17.00 – \$19.00 per hour

Benefits: Excellent benefit package.

How to apply: Submit a cover letter, resume and county application to bjohnston@co.crawford.pa.us or to Crawford County Commissioners, 903 Diamond Park, Meadville, PA 16335

Applications are available in the Human Resources office or on the County's website: www.crawfordcountypa.net