

Part Time Admin Clerk Position Description

Routine administrative functions as needed to support the Luzerne County Home Rule Transition Committee (HRTC) in preparation of, and during meetings, research, and documentation of activities.

Attend all regular meetings of the HRTC. Distribute documents as required, document meeting activities, take notes necessary to draft comprehensive minutes, and distribute minutes for review prior to the next meeting.

Set up for scheduled regular and special meetings, to include providing agendas, sign-in sheets, and other admin support as required.

Collect, organize, and archive all Committee records in a manner to facilitate submission of those records to Luzerne County to be archived

Required Knowledge, Skills, and Abilities

Knowledge of English grammar, punctuation, and spelling.

Ability to read, write, and communicate in the English language.

Proficiency in MS Word and Excel