

## **LUZERNE COUNTY, PA – Clerk to County Council**

The Luzerne County Home Rule Transition Committee is currently accepting applications for Luzerne County's first Clerk to County Council under a new Home Rule structure of government beginning in January 2012, and the position will be filled as soon as possible thereafter.

The Luzerne County Clerk to County Council is appointed by, and reports to, an eleven (11) member elected part time County Council.

The Clerk to County Council is responsible for recording and filing the proceedings and papers of County Council, attesting to all official actions of County Council, and possessing related powers and duties in accordance with the Luzerne County Home Rule Charter and Administrative Code.

Preferred Qualifications: Bachelors Degree in a related field. Five to seven years administrative experience in government, preferably at the county level.

Detailed Clerk to County Council job description and Luzerne County Home Rule Charter can be found by visiting the Luzerne County Website @ [www.luzernecounty.org](http://www.luzernecounty.org)

Qualified candidates who meet or exceed the above criteria should forward their:

- Cover letter
- Resume
- Salary requirements
- 3 references
- Availability upon notification of hire

No later than October 28, 2011 to:

[hr-office@luzernecounty.org](mailto:hr-office@luzernecounty.org)

Apply on line at:

[www.cwds.state.pa.us](http://www.cwds.state.pa.us)

or

send hard copy to:

Human Resources Department  
Luzerne County Courthouse  
200 North River Street  
Wilkes-Barre, PA 18711-1001

The County of Luzerne is an EEO/ADA employer.