



Community Connections of Clearfield/Jefferson Counties is recruiting candidates eligible to be certified by the Pennsylvania Civil Service Commission for the following classification:

Administrative Officer I (Local Government)

Community Connections of Clearfield/Jefferson Counties seeks a dedicated individual to fill this full-time administrative position in the Program office located in DuBois, PA. This position provides human resource management and monitoring of fiscal services for the agency. The minimum educational requirements for this position are two years of experience in varied office management or human resource work and a bachelor's degree; OR any equivalent combination of experience and training. Must meet PA residency requirement and be able to perform essential job functions.

Those interested should visit the State Civil Service Commission website at www.employment.pa.gov to review further details of the position and apply.