

**Position Opening
District Justice Galetton Office
Full-Time Secretary/Clerk**

The Commissioners of Potter County will be accepting applications for a full-time Secretary/Clerk for the District Justice office in Galetton, PA. Job descriptions and applications can be obtained online at Career Link or from the Administrative Office, Suite 203 in the Gunzburger Building. Resumes and letters of interest should be submitted to Danielle Gietler, Potter County Administrative Office, Gunzburger Building, One North Main Street, Suite 203, Coudersport, PA 16915 and will be accepted until 4:00 p.m. Tuesday, May 31, 2022. Applicants must have a high school diploma or equivalent, additional skills with typing/keyboarding, word processing required. Previous experience with legal practice or law enforcement preferred.

Potter County is an equal opportunity employer.

Potter County Commissioners
Nancy J. Grupp, Chairman
Paul W. Heimel, Commissioner
Barry Hayman, Commissioner
Attest: Jessica M. Giebel, Chief Clerk