

ADMINISTRATIVE ASSISTANT JOB OPENING FOR THE
WYOMING COUNTY DISTRICT ATTORNEY'S OFFICE

The Wyoming County District Attorney's Office will be accepting applications for an Administrative Assistant Position. This position will be full time (35 hours per week with benefits). This is a union position.

This position requires strong communication and telephone skills and computer proficiency including Microsoft Office Programs. Legal or administrative support background preferred. A full description of this job is available in the District Attorney's Office.

Applications may be obtained in the Commissioner's Office (Second Floor) or the District Attorney's Office (Third Floor). Applications or resumes will be accepted by the District Attorney's Office until December 29, 2022.

Wyoming County is an EOE