

Dauphin County Conservation District is currently accepting applications for the **full-time** position of **Program Assistant**. The objective of the employee in this position is to answer phones, assist walk-ins; and provide assistance for a variety of District programs. The employee in this position is responsible for but not limited to performing the following essential functions: types letters, memos, reports, forms, and other publications with accuracy, proper format and attention to detail; answers phones and greets visitors in a friendly and professional manner; provides clients with information needed or forwards requests to the appropriate staff person; coordinates the scheduling of room reservations, collection of rental fees and communications to building and site maintenance providers as required for efficient use of the Dauphin County Agriculture & Natural Resources Center.

This employee is also responsible but not limited to performing the following additional essential functions: opens, sorts and distributes incoming mail and processes outgoing and bulk mail in a timely, efficient and accurate manner; acts as the Recording Secretary to the District Board of Directors by accurately recording in the official minutes, discussions and actions taken by the Directors; also assists the District Manager with dissemination of information to the Directors; provides administrative assistance by gathering, recording and reporting information in an accurate and timely manner on various programs such as the Seedling Sale, Agricultural Land Preservation and Pennsylvania Natural Diversity Index searches; and performs all other duties as assigned.

Minimum Education, Experience, and Training Requirements

- Graduation from high school or an accredited equivalency program, plus additional clerical and computer training required.
- Previous experience working in an administrative assistant setting preferred.
- Candidate must have proficiency with Microsoft Office applications.

Other Requirements

1. Attends meetings or training sessions as necessary.
2. Assists other clerical staff as needed.
3. Assists with agency-sponsored special events.
4. Performs other job related duties as requested.

Salary: \$36,254.40 Annually

Go to <https://www.governmentjobs.com/careers/dauphincounty/jobs/3816893/program-assistant?page=4&pagetype=jobOpportunitiesJobs> to apply.