



The Monroe County Human Resources Office is now
accepting applications for the following position:

OFFICE ASSISTANT – TREASURER’S OFFICE
\$15/hour | Temporary Full-Time (40 hours/week)
Assignment Length: 7/12/2026 – 8/12/2026

Current County employees interested in this position must submit a bid sheet and resume to the Human Resources Office.

Notice: Employment with the County is contingent upon the successful completion and submission of a Criminal Background Check (<http://epatch.state.pa.us>), to be obtained at the candidate’s expense prior to the start date. Additional position-specific clearances may be required.

POSTED: 06/025/2026

REMOVE: OPEN UNTIL FILLED



**OFFICE OF THE TREASURER
COMMONWEALTH OF PENNSYLVANIA
COUNTY OF MONROE**

1 QUAKER PLAZA, ROOM 103
STROUDSBURG, PA 18360-2191

IRA K. JOLLEY
TREASURER
TRENTON BARRY SCHAFFER
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MICHAEL A. LAVANGA
SOLICITOR

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**MONROE COUNTY TREASURER'S OFFICE
Office Assistant (Temporary)**

Position Summary

The Monroe County Treasurer's Office is seeking a Temporary Office Assistant to provide short-term administrative and customer service support. This position will assist with licensing functions, customer inquiries, and general office duties to support day-to-day operations conducive to office readiness.

Essential Duties and Responsibilities

- Process and issue Dog Licenses
- Assist with processing Hunting and Fishing Licenses
- Answer incoming telephone calls and respond to general email inquiries
- Assist customers and provide information regarding office services
- Make copies, scan documents, and organize office records
- File and maintain paperwork and documentation accurately
- Perform data entry and basic record maintenance as needed
- Provide general administrative support to office staff

Minimum Qualifications

- High School Diploma or GED preferred
- Basic computer knowledge and proficiency with Microsoft Office
- Strong communication and customer service skills
- Ability to learn office procedures quickly
- Strong organizational skills and attention to detail

Position Type

Temporary Position (Approximately 1 Month)

This position is intended to provide additional operational support during a temporary staffing need within the Treasurer's Office.