

**JOB POSTING**  
**Office Manager/UIP Coordinator, Full-Time**

The Juniata County Assessment & GIS Department has an opening for an Office Manager/UIP Coordinator position. This position is classified as full-time and union. Wages are \$17.44 per hour with benefits.

**Qualifications:** High School Diploma or GED. Special consideration given for persons with a valid Certified Pennsylvania Evaluator License (CPE). In the absence of a CPE, successful candidate will be required to obtain full certification within three years of employment. Must have a valid Pennsylvania driver's license; and knowledge of Microsoft Office suite of software especially Excel, Word and Access preferred. Qualified candidate must possess a Pennsylvania Criminal History Record Check and Child Abuse History Clearance less than one (1) year old.

**Duties and Responsibilities:** This position works under the supervision of the Director but must be self-motivated to perform specialized work to ensure parcel integrity for the offices of Tax Assessment and the Register & Recorder's Office (to include deeds, mortgages, satisfaction, subdivision plans, right of ways, easements, power of attorney documents, etc.) Must exercise considerable discretion and independent judgement in performing and scheduling work; and be a team player in a team-oriented office. In addition, is also responsible for the daily functioning of the Assessment Office to ensure the office is running in a smooth and efficient manner.

For confidential consideration, qualified candidates are requested to submit a letter of interest, resume, three references and a completed employment application by Friday, May 26 2023 to:

Mr. Michael J. Hower  
Director of Assessment & GIS  
P.O. Box 68  
1 North Main St.  
Mifflintown, PA 17059  
Electronic versions may be sent to: [mhower@juniataco.org](mailto:mhower@juniataco.org)

Please visit [www.juniataco.org](http://www.juniataco.org) and click "Job Opportunities" for an employment application.

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