

ADULT PROBATION, PAROLE, AND
DUI SERVICES
OF
MONTGOMERY COUNTY



PARTNERING FOR A BETTER TOMORROW

MICHAEL P. GORDON
CHIEF
TODD BERGMAN
DEPUTY CHIEF
KATHLEEN SUBBIO
DEPUTY CHIEF
STEPHANIE LANDES
DEPUTY CHIEF
ROBIN ELLIOTT
OFFICE MANAGER

408 Cherry Street
PO Box 311
Norristown, PA 19404
Office 610-992-7777 Fax: 610-992-7778

Office Support Person

Qualifications:

- High School Diploma or equivalency
- Previous office experience is preferred
- Accuracy and attention to detail
- Good organizational skills
- Basic office & computer skills
- Strong interpersonal communication skills
- Professional demeanor to relate to public
- Will be required to take and pass clerical skills tests

How to apply for employment:

- Go to the County website (www.montcopa.org)
- Choose Employment Opportunities under the Stay Informed tab
- Under tools on the right side of the page, download the application
- Return completed application and resume to:

Robin A. Elliott
Administrative/Support Manager
408 Cherry Street, PO Box 311
Norristown, PA 19404