



Administrative Specialist – License to Carry Division

Department: Sheriff

Revised: June 2025

JOB SUMMARY:

This is a fulltime level entry position performing receptionist duties and data entry work. The individual will maintain the License to Carry Firearm Workstation and receptionist duties. This position requires extreme accuracy, dependability, ability to multitask, able to communicate effectively, greets the public with a positive and helpful attitude, efficient and continually strive for excellence in order to carry out the duties and functions of the Sheriff's Office on a daily basis. This position requires a person to be a mission essential employee who must report to the office after hours, in the event of a County emergency.

REPORTING RELATIONSHIPS:

One of six Clerical positions who answer to the Office Manager, Chief Deputy and Sheriff.

ESSENTIAL JOB FUNCTIONS:

The following are, but not limited to, the essential functions of a clerk III: Provide exemplary customer service, accurate information and documentation to the public. Ability to communicate effectively and tactfully with the public in person or on the telephone. Must have proficient data entry skills, ability to process documents in a timely manner, able to utilize general office equipment, perform general office duties, answer and direct telephone calls. Responsibilities also includes maintaining the PSP license to carry records, mailing denial letters and mailing LTC renewals according the firearms statute. Other responsibilities include cross training in other areas.

SPECIFIC DUTIES:

- Primary responsibilities will be processing License to Carry Firearm applications through PICS (Pennsylvania Instant Check System)
- Entering License to Carry Firearm applications daily into the PSP License to Carry Application
- Processing and mailing out license to carry renewal notices
- Maintaining the license to carry firearm records
- Validates JNET notifications for LTC holders arrest records
- Submits LTC denials to the uniform supervisor
- Purging LTC firearms data
- Processing License to Sell Firearms applications
- Processes precious metals licenses
- Processes LEOSA
- Receptionist duties
- Cross train with other clerical divisions
- Assist the public

- Attends public relations events
- Answer telephones, direct calls and take messages
- Sorting and distributing mail
- Other related clerical duties assigned

OTHER SPECIFIC TASKS OR DUTIES:

Perform other duties as assigned by the Office Manager, Chief Deputy or Sheriff. Perform duties both while standing and sitting for extended periods of time.

MINIMUM QUALIFICATIONS:

- High School graduate or GED equivalency
- One year of relevant experience performing duties/tasks on the same level as the essential functions of this position or any equivalent combination of education, experience and training that provides the required knowledge skills and ability to perform this job.

KNOWLEDGE, SKILLS AND ABILITIES:

- Proficient in the use of all office equipment
- Knowledge and ability to prepare standard business forms, correspondence, files and data maintenance
- Performing a variety of complex clerical, bookkeeping and accounting tasks to include applying accepted procedures to the preparation and maintenance of accounting and other records
- Possess good communication skills
- Adhere to established safety and security procedures
- Independently problem solve
- Possess good customer service skills.

REQUIRED LICENSES/CERTIFICATIONS/CLEARANCES:

- CRIMINAL HISTORY BACKGROUND CHECK
- JNET CERTIFICATION
- CLEAN CERTIFICATION
- FIRST AID/AED/CPR CERTIFICATION

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

This position has been identified as being a customer service-oriented position involving daily telephone contact with attorneys and general public

Company Description

County of Lycoming is a county in the U.S. Commonwealth of Pennsylvania and comprises the Williamsport Metropolitan Area. Lycoming is Pennsylvania's largest county by area and is a great place to live and work, offering outdoor adventures, history and culture, and sporting events.

Providing quality customer service to our citizens, business owners and visitors is County of Lycoming's top priority and that starts with our employees.

We offer an award-winning comprehensive benefits package, including generous paid holidays and vacation, a deferred benefit retirement plan, deferred compensation retirement plan availability, affordable medical and dental coverage, innovative wellness programs, extensive professional development opportunities, and more.

County of Lycoming is an Equal Opportunity Employer