



Consolidated Services Specialist - Floater

Department: Consolidated Services

Revised: January 20, 2026

DESCRIPTION

Work involves assuring that operations run efficiently and helping other staff members in the Print Shop, Mailroom, Records Retention, Voter Services, and Information Services fill their roles.

SPECIFIC DUTIES

- Operate and maintain digital printer, paper cutter, paper drill, paper folder, envelope opener and all photocopy equipment as needed.
- Assist with the delivery of supplies to all county departments.
- Assist with the delivery of packages to county departments.
- Assist and backup Print Shop operations as directed.
- Assists in ordering various printing supplies, and paper when needed.
- Performs necessary minor maintenance on copiers, phones, managed printers, and fax machines.
- Work with Vendors and county users as needed.
- Maintains a clean and safe work area.
- Assists with inventory of assets and supplies.
- Assists in setting up new and replacement copy machines throughout County facilities.
- Provides daily assistance to the Mailroom and Switchboard.
- Responsible for reporting and tracking equipment problems.
- Assist with Voter Services operations including, but not limited to, filing, processing of mail, ballot returns, answering calls from the public.
- Assist with Records Retention operations including, but not limited to, shredding, record keeping, transporting records, pulling records.
- Assists with IT Helpdesk switchboard including, but not limited to, taking calls and entering tickets for IT issues. As well as replacement of phone equipment.
- Other duties as assigned.

SUPERVISORY RESPONSIBILITIES

None

WORKING CONDITIONS

There is the potential for danger while running printing equipment. There may be exposure to chemicals with harmful vapors. Running an industrial-size shredder with exposure to dust, and loud noise at Records Retention. Must have ability to lift various objects associated with physical exertion. Travel to off-site locations. Must have the ability to push or pull pallets of paper, as well as carry boxes up stair steps.

JOB REQUIREMENTS

- High School diploma with 1-year printing related experience.
- Heavy lifting up to 30 lbs.
- Valid PA driver's license and vehicle.
- Ability to work alone, or with a team.
- The ability to understand and carry out moderately complex oral and written instructions and compile clear, concise, routing reports with limited instruction.
- Must be able to communicate in a professional manner
- The ability to perform diversified assignments on a day-to-day basis.
- Ability to effectively operate a personal computer
- Must be able to maintain confidentiality where needed.
- Answer phone calls in a professional manner
- Must submit to and pass a drug screening, background check, and FBI fingerprint background check per County policy and departmental requirements.

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

This Organization Participates in E-Verify

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