

Stillwater County Position Announcement

Stillwater County is an Equal Opportunity Employer

Date: December 17, 2018

Position Title: Administrative Assistant

Salary range: \$ 14-17.00 Per hour, plus Insurance and full benefits

Department: Commission

Hours: 40 hours per week

Union Status: Non-Union position

Accepting Applications until Filled. First Review January 7, 2019

See Job Description for Details.

Function: This position performs a variety of general office and clerical duties which require attention to accuracy, detail, and timeliness. Work is performed indoors in an office setting during normal office hours. Position must be able to work with and around others in a work environment that has moderate noise level. This position performs a variety of administrative and secretarial work for the Board of County Commissioners. Work varies somewhat which may require independent judgment within established standards and procedures. Position must become familiar with county roads, subdivisions, mapping techniques, filing, typing, and any other assigned duties.

Required: A High School Diploma or GED, with at least four years of general office experience. Must have experience with computer systems.

Special Requirements: N/A.

Desired: Selected individual must have good customer relations skills; in person, written and telephone.

To Apply:

Submit **County Application, references** to Finance and Human Resources Office, Stillwater County Courthouse, PO Box 795, Columbus, MT 59019. **Late, incomplete or unsigned applications may not be considered.** Applications and information can be found at www.stillwatercountymt.gov. Current County employees must also submit a county application and all required documents as described above.

Stillwater County is an Equal Opportunity Employer. Applicants who require special accommodation due to disability should contact the Human Resources Office at 322-8014.