

**June 13, 2018**

## **IN-HOUSE POSTING**

**JEFFERSON COUNTY:** Jefferson County is seeking a permanent part-time administrative assistant for the Event Coordinator and Planning Department. This position will work twenty hours per week. Position will perform a variety of technical and administrative tasks to support each department's goals and functions such as preparing correspondence, performing internal and external customer service, researching and preparing technical reports; managing filing systems, assisting with special projects and responding to information requests; receiving the public, providing customer service, entering data and word processing; assist with long-term and special administrative projects. Salary is \$16.04/hour. Applications must be received by June 29, 2018 at 5pm. Please submit cover letter, resume and county application, which can be found on-line at [www.jeffersoncounty-mt.gov](http://www.jeffersoncounty-mt.gov), to the Jefferson County Human Resource Department, PO Box H, Boulder, MT, 59632 or call 406 225-4010. Incomplete applications materials will not be processed. Jefferson County may use the following factors to determine whether an applicant meets the qualifications for this position: review of application materials, past work performance, reference checks and structured oral interview. Jefferson County is an equal opportunity employer.