

**Jefferson County:** Jefferson County is seeking a permanent, full-time administrative assistant. This position is the primary administrative support for the county departments located within the Central Shop Building. This includes road, weed, central shop and solid waste departments. Position requires knowledge and experience with modern office management procedures; responsible for maintaining and assisting with budgets and budget preparation; must have knowledge of financial and accounting practices, Microsoft Office/WordPerfect and using the Internet. Must be able to lift up to 75 pounds and have the ability to push/pull objects weighing up to 150 pounds; this position will be expected to handle herbicides, spray equipment and receive/account for cash payments. Must communicate effectively orally and in writing with correct grammar and composition. These skills may be demonstrated through education, experience, training or a combination of all three. High school diploma with one year experience in general office practices and accounting experience preferred. Starting salary - \$16.04/hour or more, DOE/Q. Please submit, county application and resume to Kellie Doherty, Human Resource Department, PO Box H, Boulder, MT 59632 by 5pm on May 20, 2019. County applications are available on the web-site, [www.jeffersoncounty-mt.gov](http://www.jeffersoncounty-mt.gov) or directly from the Human Resource Department, 406-225-4010. Jefferson County is an equal opportunity employer