

JOB TITLE: **One Part-Time Administrative Support Assistant**

DEPARTMENT: Mineral County MSU Extension Office

SUPERVISED BY: Mineral County MSU Extension Agents

WAGE: \$10.00/hour/DOE

POSITION RESPONSIBILITIES:

The Mineral County MSU Extension Office extends research-based information to the public through educational workshops, materials, and appropriate, research-based internet sources. This position performs a variety of technical, administrative, and clerical duties in support of Extension programs. Must possess computer knowledge and proficiency in a variety of software for word processing and spreadsheet management. For a complete list of duties, see Position Description.

This person must possess the skills to tactfully and diplomatically respond to a variety of clientele. Must be able to prioritize duties to meet anticipated rush deadlines as required. This person must be a self-starter, motivated, flexible, creative and dependable, and must possess a valid driver's license and transportation. High School diploma or GED equivalent is required.

APPLICATION PROCEDURE AND DEADLINE FOR EITHER POSITION:

A Mineral County Application as well as a full job description are available from the Mineral County Clerk & Recorder's Office located at 300 River Street, Superior, MT 59872 or online at <http://co.mineral.mt.us/departments/human-resources/>. Applicants must submit a completed Mineral County Employment Application form no later than February 1, 2019 at 4:00pm; screening will continue until position is filled.

EQUAL OPPORTUNITY EMPLOYER