

THE MINERAL COUNTY ENVIRONMENTAL HEALTH AND PLANNING OFFICE IS HIRING FOR ONE POSITION

The Mineral County Environmental Health and Planning Office is accepting applications for a Full-time Administrative Assistant. This position will be 40 hours per week with benefits that include health, dental and life insurance, retirement contribution, annual, and sick leave. Wage is DOE.

The position requires a wide range of administrative and support activities to facilitate the efficient operation of the Mineral County Environmental Health and Planning Office and the delivery of quality customer service to the residents of Mineral County.

Interested persons should submit a Letter of Interest, a completed county Job Application, and Resume to the Mineral County Human Resources Office, P.O. Box 550, Superior, MT 59872. Job description and application may be obtained at the Mineral County Human Resources Office or the County Website, at <http://co.mineral.mt.us/departments/human-resources/>

Submit resume & application to Human Resource Department, Dawn Terrill, 300 River Street/PO Box 550, Superior, MT 59872 or submit to the Human Resource Department. Position open until filled

Equal Employment Opportunity Employer