

MINERAL COUNTY ATTORNEY'S OFFICE

300 River Street
P.O. Box 339
Superior, MT 59872
(406) 822-3535



The Mineral County Attorney's Office, located in Superior, MT, is seeking a part-time, 24 hr/week Administrative Assistant.

This position requires a high level of confidentiality and organization, the ability to multi-task in an often fast-paced environment, and to work closely with law enforcement, county commissioners, and other county departments.

The work is primarily performed in an office setting but involves frequent walks to city and county offices. Some lifting may be required.

High school diploma or equivalent, office experience preferred, legal experience a plus. Valid driver's license and method of transportation are mandatory.

Starting wage: \$12.00/hr.

Interested persons should submit a letter of interest along with a completed Mineral County Job Application and résumé to the Mineral County Human Resources Office, 310 River St. or to Mineral County Human Resources-DT @ PO Box 550 Superior, MT 59872, or dterrill@co.mineral.mt.us. A complete job description and application may be obtained at the Mineral County Human Resources Office or on Mineral County Webpage at <https://co.mineral.mt.us/>. Applications will be accepted until filled.

Please return all application materials to Human Resources.

Equal Employment Opportunity Employer