

The Mineral County Attorney's Office, located in Superior, MT, is seeking a full-time, 40 hr/week Administrative Assistant.

Starting Pay: \$12.00/hour with benefits

Benefits include:

- Paid Health Insurance
- Paid Dental Insurance
- PERS Retirement-employee and employer contribution
- Paid Holidays
- Paid Life Insurance
- Sick & Annual Paid Time off
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Call HR for a detailed list of duties

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