

Mineral County

Commissioners' Administrative Assistant: Human Resources Safety Coordinator

DEPARTMENT: Mineral County Commissioners Office

POSITION: Administrative Assistant, Human Resources, and Safety Coordinator

STARTING PAY: \$13.00 per hour

HOURS: 40

BENEFITS: Health, Life and Dental Insurance, Retirement, Annual and Sick Leave,
Paid Holidays

QUALIFICATIONS: Must have strong communication skills.
Must be a self-starter able to perform all functions with minimal supervision.

JOB DESCRIPTION:

- Coordinate calendars and weekly meetings
- Post agendas twice weekly
- Attend Commissioner Meetings and make record of discussions and actions
- Prepare weekly written minutes
- Manage public requests
- Ensure adherence to Policies and Procedures
- New Hire Orientation
- Employee Exit check- out
- Strive to provide a safe and accident free workplace

APPLICATIONS: Applications are available at the Human Resource Office, or online at co.mineral.mt.us

CONTACT: Dawn Terrill for more information. 406-822-3537 or via email dterrill@co.mineral.mt.us .

APPLICATIONS ACCEPTED UNTIL POSITION IS FILLED.

Mineral County is an Equal Employment Opportunity Employer