



Employment Opportunity

Position: Administrative Assistant

Roseau County is accepting applications for an Administrative Assistant. This is a regular part-time (32-39 hours per week), benefited (pro-rated), non-exempt position. This is a Grade 5 position with a starting wage of \$19.64 per hour, commensurate with experience.

Under the general supervision of the County Coordinator, essential duties of this position include a variety of highly responsible, varied and complex clerical and personnel related activities involving the application of specialized knowledge of procedures, records, and regulations in a County office. The primary focus is to provide administrative support to the County Coordinator, assisting in the execution of all County Board orders, resolutions and policies. Additionally, this position provides human resource and environmental department support. The position requires attention to detail, excellent organizational, time management, oral and written communication skills, and interpersonal skills. Candidates must be proficient in Adobe and Microsoft Office Suite applications.

Minimum qualifications include an AAS Degree: Administrative Assistant, Administrative Support or related field; at least two years of experience as an Administrative Assistant or comparable position.

Applications may be obtained from the County Coordinator's Office by email at annmarie.miller@co.roseau.mn.us; from the Roseau County web site at <http://www.co.roseau.mn.us> or by calling 218-463-4248. Completed applications, along with cover letter and resume, may be submitted to: County Coordinator's Office, 606 5th Ave SW, Room 131, Roseau, MN 56751. The closing date is **April 20, 2018**.

ROSEAU COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER