

## **JOB OPENING – ADMINISTRATIVE ASSISTANT**

One opening for a permanent, part time (32 hours per week) Administrative Assistant position in the McCone County Extension Office. Successful applicant must have a High School Diploma or GED equivalent. Training in clerical, computer use, public relations, and basic office skills preferred. A back ground in 4H and agriculture is preferred. Applications may be picked up and returned to the Clerk and Recorder's Office or email [clerk@midrivers.com](mailto:clerk@midrivers.com). Questions may be directed to Tandi Kassner at 485-2605. Position is opened until filled