POSITION OPENING-ADMINISTRATIVE ASSISTANT

Custer County State’s Attorney’s Office is seeking applications for the position of Administrative Assistant. This is a permanent part-time position with half benefits. Employee will work thirty-two hours and must be flexible with schedule, with hourly wage depending on experience. Position includes significant public contact, preparation of legal documents, transcription and other general secretarial duties. Applicants should possess excellent written and verbal skills, word processing and computer related experience, ability to work with and under the direction of others. Employee is subject to strict confidentiality requirements. Applicant must fill out a Custer County Application.

Position open until filled. Applications accepted until July 7, 2014

Position description and applications are available through the Human Resource Director, Ken Irwin at 605-673-8123 or online at custercountysd.com/jobs

Custer County is an equal opportunity employer