

EMPLOYMENT OPPORTUNITY
FOREST COUNTY FORESTRY OFFICE
ADMINISTRATIVE ASSISTANT POSITION

Forest County is currently accepting applications for the full-time position of Forestry Administrative Assistant. This position is full time, forty (40) hours per week. The Administrative Assistant will work under the direction of the Forestry Administrator.

Applicants must have experience in bookkeeping, preparing grant applications, good computer skills, and the ability to maintain complex clerical records and prepare reports from such records. Assists the public in obtaining maps, air photos, brochures wood permits, bough permits and county park information.

Application materials, including the position description and summary of benefits may be obtained at www.co.forest.wi.gov or in the County Clerk's Office, Forest County Courthouse, 200 E Madison Street, Crandon, Wisconsin 54520 or by calling (715) 478-2422. The deadline for applications returned to the County Clerk is Friday, December 1, 2017 by 4:30 p.m.

Forest County is an Equal Opportunity Employer