

EMPLOYMENT OPPORTUNITY
FOREST COUNTY LAND CONSERVATION-ZONING/LAND USE
ADMINISTRATIVE ASSISTANT II

Forest County is currently accepting applications for the full-time position of Administrative Assistant II to the Land Conservation-Zoning/Land Use. This position is full time, forty (40) hours per week. The Administrative Assistant will work under the direction of the Zoning/Land Use Administrator assisting in administrative support, with some duties being: assisting with sanitary permits and documents, fire number requests, contacting groups and setting up meetings, complete accounting of monetary transactions, accounting for contracts and services and other office work.

Applicants must be familiar with Microsoft Office software and various types of office equipment.

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, June 8, 2018 by 4:30 p.m.

Forest County is an Equal Opportunity Employer