Employment Opportunity Forest County Commission on Aging/Social Services Department

The Forest County Commission on Aging/Social Services Department is currently accepting applications for a Clerk position. The position is a full-time position at 35 hours per week and requires a high school diploma or equivalency. Preferred applicants must have experience and knowledge of office terminology and procedures. Excellent written and verbal communications are a must, as well as knowledge of state laws pertaining to the operations of the Social Services Department.

Application and position description may be obtained at <u>www.co.forest.wi.gov</u> or in the County Clerk's Office, Forest County Courthouse, 200 E. Madison Street, Crandon, Wisconsin 54520. The deadline for applications and resumes returned to the County Clerk is Friday, November 30, 2018, by 4:30 p.m.

Forest County is an Equal Opportunity Employer