



HELP WANTED:

Applications are being accepted by the Phillips County Administration/Planning Department for a full-time administrative assistant. Weekly work schedule will be M-F 8:00-4:30.

The desired skills for this position include the ability to learn quickly, excellence in both verbal and non-verbal communication, proficiency in the use of technology (word processing and spreadsheets, e-mail and internet), proven problem solving skills, motivated and proactive self-starter, ability to work in a team environment, successfully plan and manage multiple projects simultaneously, and ability to represent Phillips County in a highly professional manner. Salary range \$37,271.24 - \$45,376.58. Full benefit package. Application is available at the Administration office, 221 S Interocean Ave, Holyoke, CO, or online at www.phillipscounty.colorado.gov

All applications must be submitted no later than February 26, 2021. Equal Opportunity Employer.