



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 a.m.-4:30 p.m.

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 \$37,777 - \$44,429 plus a \$3,000 hiring bonus with a 2-year employment commitment. Full benefit package. Application is available at the Administration office, 221 S InterOcean Ave, Holyoke, CO, or online at phillipscounty.colorado.gov.

Applications will be accepted until position is filled. Equal Opportunity Employer.