

Job Vacancy Assistant Office Manager

The Sioux County Secondary Road Department will have a part-time position available at the Sioux County Engineer's Office in Orange City, Iowa. The starting hours for this position will be approximately 25-29 hours per week with the possibility of becoming full time. Position will provide secretarial, office support, accounting financial duties, secondary road payroll, accounts payable and receivable, and materials inventory. Effective communication with the public, with excellent written and verbal skills. Operate office equipment of various types including proficiency with Microsoft Word and Excel. Must be able to work independently. Minimum qualifications High School diploma or GED equivalent with a two (2) year Associates Degree in Business or sufficient courses pertaining to office procedures or sufficient experience in the Administrative Office Assistant field. Pre-employment physical and pre-employment drug screening are requirements of this position. Applicants must meet the requirements as described in Sioux County Secondary job description of this position. A complete job description is available for viewing at the Sioux County Engineer's Office in Orange City, Iowa.

Application forms for this position can be obtained at the Sioux County Engineer's Office in Orange City, Iowa or on the County website: www.siouxcounty.org.

Applications accepted until April 30, 2019 or until position is filled.

Discrimination on the basis of race, color, national origin, sex, age, religion, or handicapped status is prohibited.

Sioux County is an Equal Opportunity Employer.