Start	6 MO	1 YR	2 YR
$11.22	$11.89	$12.55	$13.23

OFFICE ASSISTANT
Grant County Treasurer's Office

This position assists the County Treasurer in carrying out the duties of the County Treasurer's Office. Hours of work are four hours per day on Monday thru Thursday and eight hours on Fridays.

MINIMUM QUALIFICATIONS: Graduation from high school or equivalent; associate's degree in secretarial science or accounting preferred. One year clerical experience which must have included cash handling and word processing duties; experience using personal computers and associated software desirable. Note: Equivalent combinations of job related education and experience may be considered.

A Grant County application for employment and job description may be obtained at www.co.grant.wi.gov or the Grant County Personnel Department (608-723-2540). **Letter of interest, resume, and application must be on file, completely filled in, no later than 4:00 p.m. on May 19, 2009 at:**

Grant County Personnel
111 S. Jefferson St.
Lancaster WI 53813

*This is an **Affirmative Action/Equal Employment Opportunity employer** (AA/EEO). All qualified applicants are encouraged to apply including minorities, veterans, women, and persons with work related limitations.*

Please note:

This part-time position includes health insurance benefits of which the employee's share of premium is prorated. For a 24 hour per week position, the employee pays 43% of a single plan or 49% of a family plan.

In addition, the County offers other benefits including:

- Employer paid Wisconsin Retirement Fund
- Pre-tax flexible spending accounts
- Employer paid Life and AD&D Insurance
- Employer paid Long Term Disability Plan
- 8 1/2 paid Holidays per year
- 10 to 25 paid Vacation days per year
- 3 paid Discretionary days per year
- Paid Sick days (accumulate one day per month)

GRANT COUNTY JOB DESCRIPTION

TITLE: Office Assistant

DEPARTMENT/ AGENCY: County Treasurer Office

IMMEDIATE SUPERVISOR: County Treasurer

PAY RANGE: 3 (AFSCME Union Local 918)

FLSA: Non-Exempt

NATURE OF WORK

This position assists the County Treasurer in carrying out the duties of the County Treasurer's Office.

MINIMUM QUALIFICATIONS

Education:

- Graduation from high school or equivalent
- Associate's degree in secretarial science or accounting preferred

Experience:

- One year clerical experience which must have included cash handling and word processing duties
- Experience using personal computers and associated software desirable

Note: Equivalent combinations of job related education and experience may be considered.

Knowledge, Skills and Abilities:

- Knowledge of office methods, practices and procedures
- Skill in using a variety of office equipment including computers and computer hardware and software
- Skill in performing mathematical computations
- Oral and written communication skills
- Knowledge of accounting methods
- Organizational skills
- Ability to work effectively and harmoniously with the public and with all departments within the county

ESSENTIAL FUNCTIONS

Under supervision, carry out the duties of the County Treasurer's Office. This includes:

- Verify, record and process financial and related data
- Answer telephones
- Deal with public in both verbal and written communications
- Other duties as assigned

SUPERVISION RECEIVED

General and specific assignments are received and work is performed according to prescribed methods and procedures. Must be able to work independently with very little supervision.

SUPERVISION EXERCISED
None

ENVIRONMENTAL FACTORS
Works in a general office setting. Dexterity in moving, pickup up objects and operating office equipment is required.

CLOSING STATEMENT
This description has been prepared to assist in evaluating duties, responsibilities and skills of this position. It is not intended as a complete list of specific responsibilities and duties, nor is it intended to limit duties to those listed. It is understood that the supervisor has the right to assign, direct, and modify duties and responsibilities.

Revised 9-5-2002