ECONOMIC DEVELOPMENT ADMINISTRATIVE ASSISTANT

Carbon County has an immediate opening for a **part-time** Administrative Assistant. Will help support Director with specific projects. Must be computer literate, have ability to organize, and able to create files. Knowledge of composing letters and graphic designing will be beneficial. Must have good oral and written communication skills as well as interpersonal relationship skills. Two years prior experience preferred.

Beginning salary is $12.76/hour.

Will be required to pass background check, physical, and drug screen.

Deadline for submitting applications is Friday – September 18, 2015. . Applications and job description are available at Work Force Services – 475 West Price River Drive – Price, UT 84501 or email Rose Barnes at: rose.barnes@carbon.utah.gov. Telephone: 435-636-2300.

CARBON COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER