

## **OFFICE ASSISTANT**

Carbon County's Children's Justice Center has an immediate part-time opening for an Office Assistant. Will be required to perform clerical and general administrative functions for the Children's Justice Center and Family Support Center. Applicant needs to have experience in both Excel and Publisher. Must possess good communication skills. Must be able to work well with children of all ages and maintain good rapport with families. Previous secretarial experience required. Applicant will be required to pass physical, drug screening, and yearly BCI background check.

Deadline for submitting application is Friday – November 4, 2016. Please email Rose Barnes at: [rose.barnes@carbon.utah.gov](mailto:rose.barnes@carbon.utah.gov) for application and job description.

***CARBON COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER***