

# **HELP WANTED**

**The Boone County Zoning Administrator is accepting employment applications for a full time Clerical Assistant. The Assistant will be under the direct supervision of the Zoning Administrator.**

**The applicant must have, but not limited to proficient computer skills with knowledge of Microsoft Word and Excel; basic math skills; be able to perform basic clerical duties, have proficient communication skills and accomplished organizational skills.**

**The applicant must have the ability to work under pressure with a constant awareness that actions are subject to scrutiny by the public and others.**

**An application form and job description may be obtained at the Zoning Administrator's office located in the Boone County Courthouse.**

**Deadline for applications is 4:30 p.m., July 21, 2021 to be considered.**

**The County is offering a Base Wage of \$11.00 per hour, full time hours are Forty (40) per Week and Benefits.**

**All applicants shall be legal to work in the United States of America. All applicants must be able to read, write, speak, and understand the English language.**

**Boone County is an equal opportunity employer.**

**This position is subject to a veteran's preference.**