

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 1, 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.