

HELP WANTED

OFFICE ASSISTANT

Boone County Attorney's Office is accepting applications for an Office Assistant. The successful applicant will oversee various clerical and administrative tasks and prepare and organize all legal documents in a confidential way. The position includes an excellent benefit package including full family health insurance, dental insurance, life insurance, retirement, vacation leave and sick leave.

Applications may be picked up at the Boone County Attorney's Office in the Boone County Courthouse during regular business hours from 8:00 a.m. to 4:30 p.m., Monday through Friday.

Boone County is an EEO employer.

The position is subject to veteran's preference.