

# **HELP WANTED**

## **OFFICE ASSISTANT**

**Boone County Attorney's Office is accepting applications for a full time Office Assistant. The successful applicant will oversee various clerical and administrative tasks and prepare and organize all legal documents in a confidential manner. 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, Albion, or you may contact the office at 402-395-6603 to request an application be mailed or emailed.**

**Boone County is an EEO employer.**

**The position is subject to veteran's preference.**