

# **HELP WANTED**

**The Boone County Commissioners are accepting employment applications for a full time Zoning Administrator Clerical Assistant.**

**The applicant must have, but not limited to proficient computer skills with knowledge of Microsoft Word and Excel; have basic math skills; 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 p.m., Friday, Jan. 12, 2024 to be considered.**

**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.***

***Publish January 3 and January 10, 2024c ZNEZ***