



Vacancy Announcement

Position: Temporary Fairgrounds Office Assistant

Date Posted: April 03, 2017

Closing Date: April 21, 2017

About the Position and Department: The Fairgrounds Office Assistant works under the direct supervision of the Fairgrounds Manager and Lead Seasonal Crew Hand. Will also receive direction from the Fallon County Fair Board. This is a temporary position.

Position Overview: This position will assist the Fairgrounds Manager in providing excellent customer service and support to the patrons and vendors of events at the Fairgrounds. Typical work will include but is not limited to answering phones, preparing correspondence, cleaning office or other areas as needed, assisting vendors, directing customers and answering questions about parking, events, and activities. This position will work in the Fair Office and various locations throughout the fairgrounds.

Minimum Qualifications: Must be a minimum of eighteen (18) years of age. A valid Montana driver license is required.

How to Apply: Applications and a complete job description are available at the Human Resources office, 10 W. Fallon Avenue, Baker, Montana or online at www.falloncounty.net. Submit completed applications (resumes optional) by the closing date to: Human Resources Manager, PO Box 846, Baker, Montana, 59313. Questions may be directed to Lani DeBuhr 406-778-2451 or Julie Straub 406-778-8164.

This vacancy announcement provides a brief overview of the position for recruiting purposes and is not intended to as a full description of the work, competencies and qualifications. For a complete job description, please contact Fallon County Human Resources.

Fallon County is committed to affirmative recruitment and diversity in employment opportunity. It is the policy of Fallon County to provide equal opportunity to all persons seeking or having access to its employment, services and activities, which is free from restriction based on race, color, religion, national origin, age, gender, marital status, veteran status, sexual orientation or disability. The information contained on employment applications is sought in good faith. It

will not be used to discriminate against any applicant for employment in violation of State or Federal law.