

**JOB OPENING:** Fallon County is accepting applications for the position of a permanent full-time **Administrative Assistant** in the Department of Public Health. This position provides administrative support by coordinating and performing a wide variety of the department's clerical activities. Successful applicants will have a minimum of two years of demonstrated customer service and office support experience; previous experience in the medical and/or public assistance field is preferred. Strong verbal and written communication skills, and thorough knowledge of Excel and Word are required. Other equivalent combinations of education and experience may be considered.

Fallon County is an equal opportunity employer. The successful applicant will be subject to a Montana motor vehicle record search and pre-employment criminal background check. We reserve the right to reject any and all applications. Generous benefit package includes but is not limited to paid vacation and sick leave, health insurance and Public Employees Retirement.

**Closing Date: Friday, August 26, 2016, 5:00 p.m.;** applications and a complete job description are available at the Human Resources office, 10 W. Fallon Avenue, Baker, Montana or online at [falloncounty.net](http://falloncounty.net). Submit applications (resumes optional) to: Human Resources Manager, PO Box 846, Baker, Montana, 59313. Questions may be directed to Julie Straub 406-778-8164 or Kim Cuppy 406-778-2824.