



Position Announcement

Administrative Assistant - Public Works

Mower County is accepting applications for an Administrative Assistant to in the Public Works Department. **Starting wage is \$20.1870/hour ~ \$22.5422/hour** dependent on education and experience. This is a full-time non-union position.

This position serves in a confidential administrative support role; may assist in gathering information and data used for strategic purposes in relation to union matters. The highest level of the Administrative Support Series is responsible for providing various administrative support duties using technical knowledge of work areas. Responsibilities may include preparing and providing specific technical information to internal and external customers; maintaining and manipulating databases; creating original documents for the departmental website; preparing and modifying routine and non-routine reports; and explaining department policies, procedures and regulations.

Minimum qualifications are High school diploma or G.E.D.; 3 years administrative support or related experience; or an equivalent combination of education and experience. Prefer Associate degree in Business, Administration or Accounting with at least 1 year of related work experience. A valid Driver's License is also required.

The Mower County application, supplemental questionnaire and the complete job description for this position are available at www.co.mower.mn.us or at Mower County Human Resources, 507-437-9533. E-mail lesliek@co.mower.mn.us to submit and request application items. Resumes will not be accepted in place of application forms. Open until filled with a priority deadline of **noon Tuesday, October 27, 2020**.

Mower County provides **12 Paid Holidays** and a minimum of **20 Days Paid Time Off** per year as well as an excellent benefit package for full-time positions.



- Competitive Pay
- Holiday Premiums
- Weekend Premiums
- Night Premiums



- Paid Time Off
- Health Insurance
- Disability Insurance
- Life Insurance
- Fitness Room



- PERA Retirement
- Flexible Spending Account
- Health Savings Account

Equal Opportunity Employer