

# **Administrative Assistant – Extension Office**

**Description:** Under general supervision, performs a wide variety of secretarial work of moderate complexity. In addition, coordinates, plans, conducts, and evaluates County 4-H and Other Youth programs as appropriate. Work varies, utilizing individual judgment within prescribed standards and procedures.  
\*See full job description\*

## **Requirements:**

Graduation from high school or its equivalent supplemented with office experience and training in Extension Service procedures helpful; some college desirable;

Computer skills required  
Must possess a valid Montana Driver's License

**Pay:** DOE / Open until filled

Please drop application and resume at the Human Resources Office in the Rosebud County Courthouse, or mail them to 1200 Main St. Forsyth MT, 59327 – ATTN: Human Resources. For questions, please contact Human Resources at 406-346-2516.