

GRANT COUNTY



SOUTH DAKOTA

OFFICE OF COUNTY AUDITOR

210 East 5th Avenue
Milbank, SD 57252-2499
Phone: 605-432-6711
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Job Opening
Community Health Secretary

The Grant County Family and Community Health Service have a job opening for a full-time secretary. Candidate must have a High School Diploma or GED and graduated from a secretarial or office practice course with one year of experience. Duties will be to perform general office duties.

The successful candidate must possess computer skills, be a self starter, requiring little supervision, strong organizational skills, be able to multi-task and the ability to work with the public in a professional manner.

The job is 40 hours a week with a starting wage of \$12.80 an hour with benefits.

Job opening will close on November 6, 2015, 5 PM.

Applications may be picked up at the Grant County Auditor's office, 210 E. 5th Ave, Milbank, SD. For questions, please call 432-6711.

Grant County is an equal opportunity employer.

Oct 28

Nov 4