

**PUBLIC NOTICE
EMPLOYMENT OPPORTUNITY**

JACKSON COUNTY IS SEEKING A Confidential Secretary

This is a flexible position working an average of 19 hours per week with a **starting wage of \$15.00 – \$17.00 per hour based on qualifications and experience.**

This position provides multifaceted secretarial and administrative related functions in assisting in the daily needs of the Veteran's Affairs and General Assistance Office.

Candidates must be pro-active and possess strong communication skills to be successful in this position; being detail oriented and having sound judgment is essential.

Initial application period will be through December 19th. Position will remain open until filled, and may be filled as soon as a qualified candidate is identified.

If you enjoy working with the public, meeting new people, and serving your community, SCAN below or visit us online at www.jacksoncounty.iowa.gov to apply today!

Contact Becki Chapin
Director of Human Resources
Phone: 563-652-1710
bchapin@jacksoncounty.iowa.gov



Jackson County is an Equal Opportunity Employer
Pre-employment physical and background check is required.