

Job Posting

Position Title	DHS Staff Assistant
Company/Organization	Moffat County DHS
Company/Organization Address	595 Breeze Street Craig, CO 81625
Date position is available.	Immediately
Date position opening will be closed.	Sunday, August 15, 2021 11:59 p.m.
Is this a volunteer opportunity or a paid position?	Paid Position
Salary/Wage Range	\$13.60-\$16.32/hour
Position Overview	Performs a variety of moderately difficult clerical functions in support of office/department staff, including: composing correspondence; processing purchase orders; answering the telephone, assisting customers or directing requests to appropriate staff; entering information into computer system; processing accounting; and performing related functions in support of department operations.
Responsibilities and Qualifications	High school diploma or GED; and, Two to three years of related experience; or, Any combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.
How to Apply:	https://moffatcounty.colorado.gov/dhs-staff-assistant

Position Posting Contact Information

Posting Contact Name	Tia Murry
Posting Contact Phone	(970) 761-3934
Posting Contact Email	Tia.murry@state.co.us
