

PART-TIME OFFICE ASSISTANT

The Chickasaw County Environmental Health Department is accepting applications for a part-time office assistant. Primary responsibilities will be answering phones, managing databases and a wide variety of clerical tasks. Excellent customer service and communication skills, dependability and the ability to work both as a team and independently are essential. Proficiency in Microsoft Word and Excel is required.

Applications are available at the Chickasaw County Auditor's Office on the second floor of the courthouse in New Hampton or on the Chickasaw County website: www.chickasawcoia.org.

Submit application no later than 4:30 p.m. on Monday, Aug. 13 to Chickasaw County Auditor, 8 E. Prospect St., PO Box 311, New Hampton, IA 50659.

Chickasaw County is an Equal Opportunity Employer.