

GRANT COUNTY



SOUTH DAKOTA

OFFICE OF COUNTY AUDITOR

210 East 5th Avenue
Milbank, SD 57252-2499
Phone: 605-432-6711
Fax: 605-432-9004

Job Opening
Community Health Secretary

The Grant County Family and Community Health Service has a job opening for a part-time secretary. Candidate must have a High School Diploma or GED.

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.

This is a part-time position for a total of 16 to 19 hours each week, The starting wage is \$13.65 an hour without benefits.

Job opening will close on April 7, 2017 at 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.

March 29

April 5