

JOB OPENING
Administrative Assistant
Bear Lake County
University of Idaho Cooperative Extension

- Oversee office procedures in Extension Educators' absence.
- Assist with 4-H programs and any others that are offered
- Secretary duties- minutes, reports, bookkeeping, filing, etc.
- High School Diploma or Equivalent.

Application and job description are available at the County Clerk's office in Paris
or at the Extension Office in Montpelier. For more information call 208-945-2212 ext. 5

Bear Lake County is an Equal Opportunity Employer.

Positions remains open until filled.