

Bear Lake County Fair Board is hiring for a secretary. This is a part time position (no benefits).

Responsibilities include:

- Keeping and maintaining financial records.
- Prepare agenda's and take minutes at each board meeting.
- Work with the county clerk's office as needed
- Will be required to be at fair all week.
- Will have a variety of responsibilities during the year and during fair week.

Preferred skills:

- Knowledge of excel and word
- Bookkeeping
- reconciling accounts
- Must have friendly people and phone skills
- Be able to deal with all kinds of personalities in a pleasant manner

Applications are available at the County Clerk's office in Paris or on-line at www.bearlakecounty.info

Bear Lake County is an Equal Opportunity Employer. Position remains open until filled.