

Administrative Assistant

Cedar County is seeking applications for a full-time Administrative Assistant in the Environmental & Zoning Office. Under general supervision, performs and/or oversees a variety of associated administrative, fiscal, staff support, planning and field inspection activities, some of which require advanced or specialized knowledge and skills, such as assisting in budget administration and control, equipment, facilities, specialized recordkeeping and database management, and/or specified information-gathering projects and tasks. Exercises independent judgment in resolution of administrative problems and assists the Director as needed. Proficiency in Microsoft office and excel is required.

This position will be 35 hours a week with the starting wage of \$16.81/hour and benefits.

To apply send a completed application to the E&Z Office, 400 Cedar St. Tipton, IA 52772. Applications may be obtained on the county website www.cedarcounty.org. Deadline for completed applications is October 16 at 4 p.m.

Cedar County is an Equal Opportunity Employer. Note that all applications received may be subject to public disclosure. Applicants will be subject to a pre-employment physical.