

Barnes County Auditor's Office is accepting applications for an Administrative Assistant, full-time temporary position to start May, 2024 through approximately December, 2024. Starting hourly wage, \$18.00 per hour. Open until filled.

How To Apply:

-Applicants must provide:

-Job Service Application, available through Barnes County website www.co.barnes.nd.us or can be picked up/dropped off at the Barnes County Auditor's Office, 230 4th St NW, Room 202, Valley City, ND 58072.

-Resume

-Three professional references

-Cover letter that explains how the applicant's work experience is related to the description of the essential duties and responsibilities and minimum qualifications.