

## **Administrative Assistant**

The Hall County Dept. of Corrections is seeking an Administrative Assistant. This position requires a person with strong people skills, a strong work ethic, and the ability to multitask, prioritize and be organized. Successful candidates need knowledge in switchboard operation and general bookkeeping skills including: payroll, accounts payable and receivable. They will establish and maintain effective working relationships with other employees and the general public, effectively communicating orally and in writing. Software used in this position includes: ADP, Excel, Microsoft Word, QuickBooks and Spillman. This position answers directly to the Executive Assistant and assists in carrying out the mission of the Department of Corrections. Hall County does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or provision of services. Veteran's preference is available. Applicants should complete a Hall County employment application and return it with an updated resume and cover letter to: Hall County Dept. of Corrections, Attn: Exec. Asst., 110 Public Safety Dr., Grand Island, NE 68801. Applications and job description are available online at [hallcountyne.gov](http://hallcountyne.gov). For questions, contact the Executive Assistant at 308-385-5206, ext. 2461 or email [hcdcjobs@hallcountyne.gov](mailto:hcdcjobs@hallcountyne.gov) The position is open until filled. Return applications before 4 p.m., January 10, 2022 to ensure consideration. Selected applicants MUST be available for testing Saturday January 15, at 9 a.m. to 10:30 a.m.