



## Human Resources Department

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May 3, 2019

### **Administrative Assistant**

Johnson County Secondary Road Department seeks an Administrative Assistant to provide administrative support to the County Engineer and management staff. Manages the Secondary Roads office by maintaining accounts and other records, helping prepare budgets, leading office personnel, and performing related duties.

Post high school training in office administration and 3 years of general office and accounting experience OR any equivalent combination of education and experience which provides the required knowledge and abilities.

**Compensation:** \$26.15-\$30.76 per hour to start plus outstanding benefits package. To learn more about this position and apply, please visit our website, [www.johnson-county.com](http://www.johnson-county.com). Online applications will be accepted through May 28<sup>th</sup>, 2019 at 11:59pm.

***Cover letter and resume are required with online application.***

**AA/EOE**