



# ISLAND COUNTY JOB POSTING

<b>DATE:</b>	<b>FEBRUARY 1, 2012</b>
<b>PAA#:</b>	<b>004/12</b>
<b>POSITION#:</b>	<b>42180106</b>
<b>PAY GRADE#:</b>	<b>NR-5</b>

<b>POSITION TITLE:</b>	<b>ADMINISTRATIVE ASSISTANT .50 FTE TEMP</b>	<b>NON REPRESENTED</b>
<b>DEPARTMENT:</b>	<b>TREASURER</b>	
<b>SALARY:</b>	<b>ENTRY: \$13.49/HR</b>	
<b>HOURS OF WORK:</b>	<b>20 HOURS PER WEEK</b>	
<b>CLOSING DATE:</b>	<b>FEBRUARY 14, 2012</b>	

## GENERAL STATEMENT:

SEE JOB DESCRIPTION

## DESIRED QUALIFICATIONS:

SEE JOB DESCRIPTION

## SPECIAL REQUIREMENTS:

SEE JOB DESCRIPTION

**Filing of an Application:** A completed original Island County Application form is required. A resume' submitted in lieu of a completed application will not be processed. Applications are available in the Personnel Office, or on-line.

**Applicants are responsible** for supplying all information relative to their qualifications for the position.

**Equal Employment Opportunity** - Island County is an Equal Opportunity Employer and does not discriminate on the basis of race, political affiliation, religion, sex, marital status, national origin, age, or the presence of any sensory, mental or physical disability.

**NOTE:** This announcement is intended as a general descriptive recruitment guide and is subject to change. It does not constitute either an expressed or implied contract.

**Department of Human Resources/Personnel**

P.O. Box 5000

Coupeville, WA 98239-5000