



COLFAX COUNTY

Job Posting

JOB TITLE	Sheriff's Department Administrative Assistant (Part Time)
Pay Status	Non- Exempt
Reports to	Sheriff & Under Sheriff
Salary	Depends on experience
Closing Date	July 12, 2018

POSITION SUMMARY:

Under general supervision of the Executive Secretary for the Colfax County Sheriff Department, the administrative assistant provides a variety of full performance complex clerical and technical duties. The duties are designed to expedite the data entry and information management of all department records, civil processes, reports, cases, and statistics.

MINIMUM QUALIFICATIONS:

- 2-4 years' experience in clerical work.
- A high school diploma or GED.
- Must be at least 21 years of age.
- Good communication skills, follows directions and good public relations.
- Excellent typing and computer skills.

WORKING CONDITIONS:

Functions of the position are generally performed in a controlled environment. Many functions of the work post a high degree of hazard and uncertainty.

Required to register sex offenders.

SCREENING AND COMPLIANCE:

- The offer of this Colfax County Position requires compliance with the following:
- Employee must successfully complete employment drug screen and background check, no felony, DWI or Domestic Violence Convictions.
- Employee must comply with complete the personnel ordinance and guidelines of the County.
- Employee must possess a valid New Mexico driver's license by employment date and retain a valid license while employed in this position.

PLEASE SUBMIT APPLICATION AND RESUME TO COUNTY MANAGER'S OFFICE IF YOU ARE INTERESTED IN APPLYING FOR THE POSITION, THE DEADLINE WILL REMAIN OPEN UNTIL FILLED.

EMAIL TO pmendez@co.colfax.nm.us, OR VISIT OUR WEBSITE www.co.colfax.nm.us

COLFAX COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER