



COLFAX COUNTY

Job Posting

JOB TITLE	Detention Center Bookkeeper/Administrative Assistant
Pay Status	Non- Exempt
Reports to	Detention Center Administrator
Salary	Depends on experience
Closing Date	July 12, 2018

POSITION SUMMARY:

Under general supervision of the Warden of the Vigil Maldonado Detention Center of Colfax County, provides a wide range of working level in the detention center duties. Direct bookkeeping and clerical work daily.

MINIMUM QUALIFICATIONS:

- 2-4 years' experience in direct bookkeeping or related field
- A high school diploma or GED.
- Must be at least 21 years of age.
- Ability to Operate QuickBooks, Microsoft Word, & Microsoft Excel

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.

May be required to work weekends, holidays and any on call requests.

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.
- Must be able to pass a physical agility test.
- 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

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