

Colfax County Managers Office Administrative Assistant

Relevant work experience required. Applicant must have strong computer skills, the ability to work under minimum supervision, tight deadlines and knowledge of accounts payable and payroll. Major duties include: maintaining records pertaining to daily transactions for various funds & other office duties as assigned. A job application is available at www.co.colfax.nm.us. Colfax County is an EOE and encourages all applicants. Please send completed applications, a copy of resume, and salary requirements to:

County Manager Administrative Asst. Position

PO Box 1498

Raton, NM 87740.

Deadline is February 5th, 2010.