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Cassia County, Idaho
ASSESSOR'S OFFICE
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December 19, 2022

Notice of Job Opening for Administrative Assistant

Cassia County has an opening for the position of an Administrative Assistant in the Assessor's Office. Accepting applications until job is filled. Start date of January 9, 2023 starting pay of \$16 to \$20 depending on experience. This is a full-time job, with excellent benefits, including medical, dental, vision, life insurance and retirement. This is a position for someone wanting to be involved in the details involving growth and assessment in Cassia County.

Application forms and job description may be picked up at the Assessor's Office, 203 E 15th St, Burley, Idaho, or on-line at www.cassiacounty.org/employment-opportunities.

Qualified applicants, who are interested in this position, must submit a completed Cassia County job application, along with references, and an appropriate cover letter, including the applicant's salary requirements. The required submittals must be received at the Assessor's Office at 203 E 15th St, Burley, Idaho 83318 or you can email the completed application to madams@cassiacounty.org. The position will remain open until filled by the best suited candidate.

Applications will be screened, and those applicants with the most appropriate qualifications will be invited for further review and interviewing. If you wish to request a reasonable accommodation for the recruitment process due to disability, please provide a written request and submit it with your application and other submittals.

Cassia County invites applications from all qualified individuals and does not discriminate on the basis of race, color, national origin, religion, sex, age, or disability. In addition, preference may be given to veterans who qualify under state and federal laws and regulations.