



CASSIA COUNTY ASSESSOR'S OFFICE

MARTIN K ADAMS, ASSESSOR

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December 29, 2025

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. Starting pay of \$20 depending on experience. This is a full-time job position & requires forty (40) hours a week 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.

Qualified applicants, who are interested in this position, must submit a completed Cassia County job application, along with references, and an appropriate cover letter.

Application forms and job description may be found on-line at:

[Cassia County, Idaho - Employment Opportunities](#)

Completed applications can be dropped off at the Assessor's Office or emailed to:

mmancias@cassia.gov

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.

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.