

# **Notice of Job Opening for University of Idaho Extension/Noxious Weed Department – Cassia County Administrative Assistant**

**Cassia County Noxious Weed Department**

**[denaj@uidaho.edu](mailto:denaj@uidaho.edu)**

**208-878-9461**

**1459 Overland Ave. Rm. 4**

**Burley, ID 83318**

University of Idaho Extension – Cassia County and Cassia County Noxious Weed Department has an opening for an Administrative Assistant. This person will perform secretarial & financial duties for Cassia County 4-H Youth Development Program and Cassia County Noxious Weed Control, assist the Extension Educators by performing additional responsibilities when needed, work with the general public and other office staff. Promote and represent the University of Idaho Extension System, Cassia County 4-H Youth Development Program and Cassia County Noxious Weed Control to the public. This is a full-time position that requires forty (40) hours per week with some nights and weekends. Compensation is dependent upon experience, with hourly rate starting at \$18.00. Benefits are included. Application forms and job description may be found at on the Cassia County website <https://www.cassia.gov/employment-opportunities>

Applicants who are interested in this position, must submit a completed Cassia County job application, cover letter and resume. This position is immediately available, and applications will be taken until the position is filled. First consideration will be February 27, 2024. Application materials should be delivered in person to the office or by email to [denaj@uidaho.edu](mailto:denaj@uidaho.edu).