

Custer County Road and Bridge Job Posting

Job details

Office Administrator

Salary: \$15.00-\$21.00 an hour

Job Type: Full-time 36 hours a week
Monday through Thursday 7am to 4pm

Description

Under general supervision of the Road and Bridge Superintendent, this position provides a range of administrative and program support services related to office work, payment management, signage, and permitting. This position also performs a variety of other duties as assigned by Superintendent in support on ongoing Department operations and activities .

Requirements

- A valid driver's license is required.
- This position requires knowledge of office operations
- An understanding of office-related computer programs including Word and Excel
- This position requires excellent phone etiquette
- File management
- The position also requires a high level of public relations
- A comprehensive understanding of data entry and data management
- Must pass a drug screening

Application

To apply, please fill out a job application. The application is available for download on the Custer County web page or can be picked up at Custer County Road and Bridge office at 615 Rodeo Road. Please include a resume. You may drop these items off at the Custer County Road and Bridge Office or email them to custerrandb@custertel.net

Questions regarding this position should be directed to Brandon Jones Custer County Superintendent at (208) 833-2379.

Review of applications will begin immediately and continue until the position is filled.

Custer County Road and Bridge is an equal opportunity employer. Qualified candidates may request veterans' preference.