

The Buena Vista County Engineer's Office is accepting applications for an Administrative Assistant until 3:00 PM on March 22nd, 2024. This full-time position provides administrative, accounting, and clerical support to the Secondary Road Department. Duties include, but are not limited to payroll, claims, data entry, answering phones, assisting the public, etc. Applicants shall be familiar with computer programs such as Microsoft Word, Excel, Outlook, etc. Applicants shall have good oral and writing skills and be able to work well with the public, both on the phone and in person. Excellent benefits. Wage DOQ. BV County is an EOE. Applications are available at the Engineer's office at 526 Radio Road, Storm Lake and on the Buena Vista County website. 712-749-2540