

HELP WANTED

The Calhoun County Engineer's Office is seeking a full-time Office Assistant with a minimum of one year clerical experience. Applicants must be motivated and dependable. Knowledge and experience with Microsoft Word and Excel, Accounting and Data Entry helpful. Successful applicants will be required to pass a pre-employment physical and drug test. Job Description and Application can be obtained from the Calhoun County Engineers Office. Application deadline is 4:00 pm, Friday, February 16, 2018.

Calhoun County Engineer
416 4th St., Suite 7
Rockwell City IA 50579
(712) 297-8322

M/F Disabled and Vet EOE/AA Employer