



Carlton County, Minnesota

# Office of Human Resources

301 Walnut Ave, P.O. Box 510, Carlton, Minnesota 55718

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November 9, 2016

## CARLTON COUNTY JOB ANNOUNCEMENT

**POSITIONS:** **OFFICE SUPPORT SPECIALIST**  
**(1 positions available)**  
Carlton County Public Health & Human Services

**ESSENTIAL DUTIES:** Provide support services to agency staff including word processing, data base and spread sheet work, contact with the public, copying, file maintenance, general computer support, proofing, switchboard and receptionist duties, and other clerical functions. Must be able to meet deadlines, work effectively with clients, co-workers, the general public and other agencies. Other duties as assigned. Organizational skills include maintaining mailing lists, electronic/paper filing systems, and group e-mail communications, with additional clerical duties. Must have demonstrated the ability to work positively in a team environment, function constructively during conflict resolution and be positive and proactive when problem solving.

**SALARY:** \$17.35 - \$21.16 per hour

**MINIMUM QUALIFICATIONS:** High school graduate or equivalent and three years office experience which includes computer experience. Experience working with the public and working knowledge of various word processing, spread sheet, and data base programs essential. The person chosen for this position must fully support the core values and mission of Carlton County Public Health and Human Services.

**CLOSING DATE:** November 23, 2016

**TO APPLY:** Application must be made through Minnesota Merit System.  
<https://www.governmentjobs.com/Applications/Index/mnmeritsystem>.  
Applicants must be on the current MN Merit System Register for this position by the closing date. Paper Carlton County applications or resumes will not be considered for this position.

**QUESTIONS:** Call Carrie Umpierre 218-878-2580