

**Community Development Department Administrative Assistant
Monroe County Board of Commissioners**

The Monroe County Board of Commissioners is accepting applications to fill an Administrative Assistant position in the Community Development Department. The Administrative Assistant is responsible for providing clerical and customer service support, collecting fees and required documentation for permits, and entering permit information into databases, spreadsheets and reports.

Excellent organizational and customer service skills are required.

Starting salary is \$15.60 per hour.

Applications will be accepted until the position is filled.

Applications are available online to download at www.Monroecoga.org by clicking on “Departments”, “Human Resources”, and “Employment Applications” or can be picked up at the Monroe County Commission Office, 38 West Main Street, between the hours of 8:00 am and 5:00 pm.

Monroe County is Drug Free Workplace and an Equal Opportunity Employer.