



HUMAN RECOURCES OFFICE

Jenica Baggs
Human Resources Manager

COUNTY OFFICIALS
Stan Summers, COMMISSIONER
Jeff Scott, COMMISSIONER
Jeff Hadfield, COMMISSIONER
Rodney D. Bennett, ASSESSOR
Stephen R. Hadfield, ATTORNEY
Tom Kotter, AUDITOR
Marla R. Young, CLERK
Kevin R. Christensen, JUSTICE COURT JUDGE
Chad Montgomery, RECORDER
Kevin Potter, SHERIFF
Shaun Thornley, TREASURER

March 3, 2015

Office Assistant – Part-Time

Box Elder County has an opening for a Part-Time Office Assistant at the County Road Department. The Office Assistant will provide a variety of routine clerical and secretarial duties to support the County Road Department. These duties will include processing payment purchasing card interactions, helping compile B road project reports, and filing of reports and paperwork.

Those interested in this position must be a high school graduate with experience with WordPerfect, Excel, and be computer literate. The applicant must be able to report to work at Box Elder Road Department, 5730 West 8800 North, Elwood, UT. We are looking for available applicants to work Monday thru Thursday 24 hours a week preferably between 10:00 am – 5:30pm.

Interested parties should submit an application to Box Elder County Human Resources by 5:00 p.m. Friday, March 13, 2015. Applications can be obtained at www.boxeldercounty.org.

EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER