



POST FALLS HIGHWAY DISTRICT

ADMINISTRATIVE ASSISTANT: Full-time position working in an office environment. The selected person must maintain a positive, helpful, constructive attitude and good working relationship with administration, crew, and public. Primary responsibilities include a wide variety of office duties including customer support, staff support, data entry, create/maintain reports from software. Self-motivation, accuracy and organizational skills are paramount. Database knowledge, data entry, file management, permit management, and research skills are required. Knowledge of legal descriptions, web page management, and/or municipality work is helpful. High school diploma or GED minimum; degree desirable with a minimum three years office experience. Visit our website at www.postfallshd.com for job description, benefit information and to obtain application. Submit resume, cover letter, and application to our office by Thursday, May 6 by 4:30 pm. Send via mail or drop off in person at 5629 E. Seltice Way, Post Falls ID, 83854 or send via email to shirley@postfallshd.com. Wage starts at \$20/hr with full benefits. PFHD is compliant with Title VI and the Americans with Disabilities Act and is non-discriminatory.