

POST FALLS HIGHWAY DISTRICT

JOB OPENING:

ADMINISTRATIVE SUPPORT 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 administrative support, data entry, create or run reports from software, and general clerical duties including phone and customer service skills. Self-motivation, accuracy and organizational skills are paramount. Database knowledge, data entry, file management, permit management, and research skills are required. Helpful is knowledge of accounts receivable, accounts payable, payroll, legal descriptions, budgets, mapping and web page management. Also helpful is knowledge in a municipal database software program such as IWorq and ArcMap/ArcGIS, both used by the District. High school diploma or GED minimum; associate degree desirable with a minimum three years office experience. Contact Mike Dwyer at Integrated Personnel for application and submittal instructions, (208)765-2000. PFHD is compliant with Title VI and the Americans with Disabilities Act and is non-discriminatory.