

**Office Assistant:** Langlade County Health/Social Services Department. Perform receptionist and general clerical work under general guidance from the Health/Social Services Administrative Assistant, while also exercising independent judgment in transactions with the public. Responsible for answering and redirecting incoming calls, requiring familiarity with departmental programs, operations and agency staff. Data processing, record keeping, financial, public health and social service programs, food share program, receiving the public and providing customer service are all included in this position. Required: High School Diploma or equivalent (GED); plus one year of relevant office experience; or any equivalent combination of education, training and experience which provides the necessary knowledge, skills and abilities. Valid Wisconsin driver's license required. FT 35 hrs./wk. Starting salary \$14.19/hr. depending upon experience and education, plus fringe benefits. Apply on-line at [www.co.langlade.wi.us](http://www.co.langlade.wi.us) for complete application information. Applications are also available at Langlade County Human Resource Department, 800 Clermont Street, Room 202A, Antigo, WI 54409. Applications due by 4:30 p.m. on 11/23/16. EOE/Provider