

Temporary Clerical Assistant

Summer Job Opportunity! Pipestone County is accepting applications for two (2) temporary Clerical Assistants to prepare and scan documents for the County Recorder. This is a temporary position with some flexibility to set your own hours.

Requirements: High School graduate/GED. Must be 18 years of age. Must be familiar with how to run a scanner, copier, telephone, and computer. Successful candidate must pass background check prior to employment start. Applications available from Human Resources, Courthouse, 416 S Hiawatha Ave, Pipestone, MN 56164 or www.pipestone-county.com. 507.825.1203.

Wage: \$12.00/hr. Resumes not accepted in lieu of applications. Applications must be received no later than 4:30 p.m., April 29, 2019.