

Position Opening * Limited Term Employee *DA Assistant*

Florence County DA Office

Florence County has an immediate opening for the right person to work as the DA Assistant in the DA's Office. This is a limited full-time position - 35 hours per week – for up to 12 weeks - Monday – Friday – **needed to start as soon as possible.**

Qualifications: The successful candidate will be self-motivated, detail-oriented, energetic, and highly organized. Must be a team player and have outstanding writing, editing, data entry, and proofreading skills. The candidate will assist the District Attorney performing secretarial support.

****Pay is depending on qualifications with minimum pay starting at \$18.00/hour****

A job description and application may be obtained by mail, phone: 715-528-3201, email dtrudell@florencecountywi.gov, or in person request at the County Clerk's office, Florence County Courthouse. Applications are also available at <http://www.florencecountywi.com>. Select Employment Opportunities on the right hand menu.

Apply by submitting a resume and a Florence County Application.

This position will remain open until the position is filled.

Submit to Florence County, PO Box 410, Florence, WI 54121, via email: dtrudell@florencecountywi.gov, or fax: 715-528-4762. Florence County is an equal opportunity employer.