



Lac qui Parle County Auditor-Treasurer-Coordinator

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**Jacob Sieg
Auditor-Treasurer-Coordinator**

Position Posting – Office Support Specialist

The Lac qui Parle County Auditor-Treasurer-Coordinator's Office has a full-time opening for the position of Office Support Specialist. Core responsibilities include administrative support for all functions of the office, including treasury, motor vehicle/driver's licenses, property taxes, and elections.

Qualified candidates must possess post-secondary degree in office administration or related field or high school graduate plus 3 years' related experience. Candidates should also possess intermediate computer skills with proficiency using Microsoft Office applications. Preferred qualifications include previous experience in the areas of clerical support, office management, taxation, records management, and governmental licensing.

Compensation package includes starting hourly wage of \$15.91, increasing to \$17.68 after one year. Health insurance benefits include options for single coverage (\$0 employee cost) or family coverage (starting at \$17/month employee cost). Other benefits include health insurance, PERA pension, retirement savings, and more. The position offers a flexible work schedule with regular work hours 8:30 a.m. to 4:30 p.m. Monday-Friday, and starting annual paid leave benefits include 12 vacation days, 12 sick days, and 11 holidays.

For a complete job description and application form, go to the Jobs page of the County website, located at www.lqpc.com. For more information, contact ATC Jake Sieg at (320) 598-7261 or jake.sieg@lqpc.com. Applications are due January 11th, 2019 and should be addressed to Lac qui Parle County, ATC Jake Sieg, 600 6th Street, Suite 6, Madison, MN 56256.