

JOB POSTING

Position Title	Executive Assistant
Department	County Board Office
Shift	Full Time
Salary (Optional)	\$19.00 – \$24.42 (Based on experience)
Brief Job Description	The Executive Assistant position will serve as clerical and administrative support to the Administrative Team. In addition, the position is responsible for the development and maintenance of social media platforms; the county website design and content; and distribution of information to employees, county board members, and the general public.
Education Requirements	1-3 years' experience in Clerical and Administrative duties. Experience in Public Relations and / or Social Media Communications is desired. Graphic or Web Design experience helpful.
Additional Comments	Proficient in Microsoft Applications, excellent oral and written communication skills required. Ability to learn Web Design applications. Background check will be conducted.
Instructions for Applying	The application can be downloaded at www.livingstoncountyil.gov by clicking on Employment under "About Livingston" or pick up application at the Historical Courthouse, 112 W. Madison St. Pontiac, IL 61764. Return completed application to: Livingston County Human Resources 112 W. Madison St. Pontiac, IL 61764
Application Deadline	August 12, 2022