

JOB POSTING

Position Title	Administrative Assistant - Jail
Department	Jail
Shift	Full Time
Salary (Optional)	\$18.00 – \$20.00 (Based on experience)
Brief Job Description	The Administrative Assistant will work closely with the administration of the Livingston County Jail. This position will assist with federal billing, Detainee mail, and administrative duties regarding detainees. This position will also prepare subpoenas, maintain the commissary and federal billing accounts as well as work in Spillman.
Education Requirements	1-3 years' experience in Clerical and Office duties. High School Diploma or equivalent.
Additional Comments	Proficient in Microsoft Applications, excellent oral and written communication skills required. Microsoft Excel is a must. Background check will be conducted.
Instructions for Applying	To Apply, go to https://www.vscyberhosting3.com/livingston/
Application Deadline	Until Filled