

**JOB OPENING**

**FULL TIME POSITION:** Administrative Assistant – Administrators Office

**Pay Grade:** 32(\$38,407.98 - \$67,213.95)

**JOB SUMMARY:**

Assist County Administrator in the delivery of services, including payroll, benefits, personnel, financial reporting, budget development and other duties as assigned.

A full job description is available in the County Administrators office.

**Send applications to:** Whiteside County Administrators office  
200 East Knox Street  
Morrison, IL 61270

**Closing date:** April 27<sup>th</sup>, 2018

**EOE**