

Sebastian County Job Opening **EXECUTIVE ASSISTANT**

County Judge's Office
Salary Range: \$40,292

Job Summary

Assists County Judge in overseeing office operations. Secretarial and administrative support, Quorum Court, Administration, and coordination with county offices, city governments and other agencies. Prepares reports, including research and data analysis, drafting correspondence, ordinances, and court orders.

Minimum Entry Qualifications:

5 years administration experience
Associates Degree.

**Applicants should send
Resume with Cover Letter to:
Sebastian County Judge's Office
Attn: David Hudson
35 South 6th. Street, Room 106
Fort Smith, AR 72901
or email to: hr@co.sebastian.ar.us**