

# PUBLIC NOTICE

THE LAUDERDALE COUNTY SHERIFF'S DEPARTMENT IS ACCEPTING APPLICATIONS FOR THE FOLLOWING POSITION:

JOB TITLE: ADMINISTRATIVE ASSISTANT

SALARY: 24,593.00 ANNUALLY (WITH BENEFITS)

QUALIFICATIONS: HIGH SCHOOL EDUCATION/GED EQUIVALENCY

MUST HAVE A GOOD WORKING KNOWLEDGE OF GENERAL OFFICE SKILLS AND EQUIPMENT OPERATION SUFFICIENT TO HANDLE A VARIETY OF DUTIES

MUST POSSESS GOOD TYPING SKILLS

MUST POSSESS GOOD MATH SKILLS

MUST POSSESS EXCELLENT COMPUTER SKILLS

APPLICATIONS WILL BE ACCEPTED FROM FEBRUARY 5, 2019 THROUGH FEBRUARY 12, 2019 IN THE LAUDERDALE COUNTY SHERIFF'S OFFICE, SECOND FLOOR, LAUDERDALE COUNTY COURTHOUSE, FLORENCE, AL.

LAUDERDALE COUNTY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, OR THE PROVISION OF COLOR, NATIONAL ORIGIN, SEX, RELIGION, AGE, OR DISABILITY IN EMPLOYMENT SERVICES.