

**Jefferson County Weed Department Assistant Coordinator.** This full-time, permanent position with Jefferson County requires extensive knowledge of weed management and the ability to deal well with the public. Duties include providing support to the Weed Coordinator, herbicide to the public, the use of Quickbooks, and routine office tasks. Must be able to communicate effectively in writing and verbally and have skills in the use of various office machines. This position will perform field work every year from early spring to late fall. Knowledge of Montana Noxious Weed Act; drivers license and two years of weed experience required. Position requires physical ability to handle herbicides and application equipment. Salary - \$16.04 or more DOE/Q. Applications must be received by February 15, 2019 at 5pm. Please submit cover letter, resume and county application, which can be found on-line at [www.jeffersoncounty-mt.gov](http://www.jeffersoncounty-mt.gov), to the Jefferson County Human Resource Department, PO Box H, Boulder, MT, 59632 or call 406 225-4010. Incomplete applications materials will not be processed. Jefferson County may use the following factors to determine whether an applicant meets the qualifications for this position: review of application materials, past work performance, reference checks and structured oral interview. Jefferson County is an equal opportunity employer.