

POSITION ANNOUNCEMENT

The Health and Human Services Department is seeking a full-time Support Staff Specialist. Must be a high school graduate and prefer applications with a minimum of two years experience in an office environment. Applicant must be able to perform mathematical calculations and possess strong typing, communication and computer skills. Must be detailed oriented and able to work independently with multiple tasks assigned with timelines. Starting salary is \$12.59 hour with increase after 6 months. For additional information or application, contact the Buffalo County Department of Health and Human Services at 608-685-4412, or apply on-line at www.buffalocounty.com. Application deadline is February 3, 2010, and position is subject to Board approval. EOE/M/F