

Visit [Cowley-Works](http://www.cowley-works.com) for more Job Opportunities near you!



Secretary

Employer

Cowley County
311 E 9th
Winfield, KS 67156

Job Description

Employees in this position coordinate office activities and perform secretarial assignments for staff in support of the on-going operations of the office. Secretarial assignments include such duties as office coordination, receiving and directing incoming telephone calls, assisting visitors, filing documents, ordering supplies, preparing, and maintaining office records, reports, and correspondence.

High School Diploma or GED is required.

Apply

Applications may be picked up in the County Administrator's Office or to download a County application please visit our website at www.cowleycountyks.gov/employment. Please e-mail to adminoffice@cowleycounty.org or mail all applications to: Mary Read, Attn: Mary Read, 311 E. 9th Winfield, Kansas 67156 position is open until filled. Cowley County is an Equal opportunity Employer.