

# **JOB OPENING**

**The Rich County Sheriff's Office is accepting applications for a Full Time Executive Assistant. They must have excellent communication skills. Computer and clerical skills are required. They must be able to pass a drug and alcohol test and submit to a background check. The individual must be able to work well with others. Anyone wishing to apply for this position can pick up an application in the Rich County Clerk's Office or on the County Web Site [richcountyut.org](http://richcountyut.org). Position open until filled. If you have questions about the job, contact Sheriff Dale Stacey 435-793-2285.**