

MADISON COUNTY DEPARTMENT OF HUMAN RESOURCES

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VACANCY ANNOUNCEMENT

OFFICE ASSISTANT I (HELPS PROGRAM)

(COUNTY APPLICATION REQUIRED- Go to: <https://madison-portal.mycivilservice.com/>)

The Madison County Probation Department seeks a full-time Office Assistant I. The work involves responsibility for the performance of standard clerical tasks. Specific duties vary with the needs of the department. Procedures are usually fixed using clearly defined agency guidelines, procedures and instructions. Detailed instructions are given for new or difficult assignments and independent judgement may be exercised in specific cases. Work is reviewed by direct observation, checking completed work, periodic or spot-checks, cross-checking or other steps in the clerical process. This position differs from an Office Assistant II in that the duties of an Office Assistant I involve less complex operations than an Office Assistant II and tend to be more routine in nature. Supervision over the work of others is not a responsibility of employees in this class. The incumbent does related work as required.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma.

2026 Hire Rate 20.66/hr (37.5 hrs/wk)

EOE