



## Aitkin County External Job Announcement 1/23/2023

**OFFICE ASSISTANT II (Grade 3)  
AFSCME CH Bargaining Unit  
Wage Range \$18.92 - \$25.98, plus benefits**

Aitkin County is accepting applications for a FT Office Assistant II to warmly welcome visitors by greeting them in person or on the telephone, using professional business etiquette to make a positive first impression for all. To perform moderately difficult office support tasks requiring knowledge of multiple department's programs, procedures and practices, and to serve as liaison between the general public and staff.

### Requirements:

High school diploma or GED required. College coursework preferred, but not required. This is an entry-level clerical position. Must have superior customer service, computer, and communication skills, as well as demonstrate accuracy and attention to detail with frequent interruptions. Strong multi-tasking skills are essential.

Prior experience working with legal descriptions, property records, real estate taxes, and/or the document recording process is beneficial, but not required.

Valid Minnesota driver's license required. Employment reference checks and a criminal background check will be performed as part of the pre-employment process.

Must become a notary public (not ex-officio notary) appointed by the Governor through the office of the MN Secretary of State within 3 months of hire.

Must be bondable through the Minnesota Counties Intergovernmental Trust (MCIT).

For position assigned to process Vital Records in the Recorder's Office, this passport section does not apply. For positions assigned to process passports, this passport section does apply:

Passport Certificate of Completion issued by Minneapolis Passport Agency/US Department of State.

For passport services, an employee must also meet the following qualifications:

- Be a United States citizen or U.S. national
- Be at least 18 years old
- Be approved by the Department of State
- Be a permanent employee of the designated facility (not temporary, *ad hoc*, contractual, or volunteer) or be an employee on-site at a Passport Agency
- Be unable to issue, create, or amend citizenship or identity documents, such as birth certificates and driver's licenses
  
- Be all of the following:
  - Not presently on parole or probation related to any Federal, state, or local convictions
  - Not presently under indictment for a Federal, state, or local felony

- Not presently under indictment for a misdemeanor related to breach of trust or moral turpitude
- Free of any Federal, state, or local felony convictions
- Free of any Federal, state, or local misdemeanor conviction related to breach of trust or moral turpitude (i.e. embezzlement, document fraud, drug offense, or dishonesty carrying out a responsibility involving public trust)

Valid Minnesota driver's license required. Employment reference checks and a criminal background check will be performed as part of the pre-employment process

Applications are available at [www.co.aitkin.mn.us](http://www.co.aitkin.mn.us) . Inquire about our Benefits and Public Service Loan Forgiveness Program. All questions are welcome 218-927-7306 or [hr@co.aitkin.mn.us](mailto:hr@co.aitkin.mn.us). Open Until Filled. EOE.

