



Grant County Washington

Position Opening

POSITION	Part Time Temporary/Seasonal Help - Positions available may include Office Assistant, Counter Clerk, Treasurer's Assistant, Utility Grounds Staffer, Groundskeeper, and Livestock Clerk
LOCATION	Moses Lake, Washington
DEPARTMENT	Grant County Fairgrounds
STATUS	Temporary/Seasonal, Part time hourly, Non-Exempt
SALARY	\$8.55 - \$13.00 per hour depending on position, DOE, DOQ
OPENING DATE	January 12, 2010
CLOSING DATE	Applications being accepted through December 31, 2010, some positions may not be available until late spring or early summer.
GENERAL PURPOSE	Office personnel will provide support services in various administrative and operational duties. Grounds workers will perform a variety of tasks in carpentry, electrical, plumbing, irrigation, turf management, arena preparation, and building & equipment maintenance on the grounds.
MINIMUM REQUIREMENTS	High School Diploma or equivalent Office workers require general office experience with basic math skills, customer service and personal computer with standard office software. Grounds workers require proficiency in the operation of heavy and farm equipment, proficiency in the operation of power equipment and hand tools, excellent verbal and written communication skills, excellent public relations skills.
PREFERRED REQUIREMENTS	Grounds workers: Basic carpentry, Plumbing, Electrical, Vehicle Maintenance and welding skills beneficial
SPECIAL REQUIREMENTS	Valid Driver's License with an Acceptable Driving Record Must be available to work evenings and weekends
APPLICATION	Submit application identifying position to: Grant County Fairgrounds 3953 Airway Drive NE Moses Lake, WA 98837 FAX – 509-766-7940 pfitch@co.grant.wa.us

It is Grant County's policy to provide equal employment opportunity to all qualified persons and that applicants and employees be treated fairly at all times without regard to race, color, sex, creed, religion, age, marital status, sexual orientation, national origin, political ideology, union activity, industrial injury, whistleblower activities, the presence of any sensory, mental or physical handicap, veteran status, and any other basis that is prohibited by local, state or federal laws.

JOB POSTING, APPLICATION FORM AND OTHER INFORMATION AVAILABLE AT www.co.grant.wa.us.