
Support Specialist Sheriff Department

The Richland County Sheriff's Office is currently accepting applications for a Support Specialist. This full-time position will be responsible for answering phones, typing correspondence, filing, and other office duties as assigned. Qualifications include strong organizational and computer skills including word processing and ability to work well with co-workers and general public. High School graduation plus two years of related college coursework is preferred. Starting salary is \$16.27/hr. with benefit package. A Richland County job application must be completed and may be obtained by contacting Human Resources at 701-642-7704, by e-mail to molsen@co.richland.nd.us or on our website at www.co.richland.nd.us
Closing date is February 13, 2018. EOE
