



Torrance County is accepting applications for a full-time **Executive Assistant to the County Manager** through October 19, 2023. Starting annual salary is \$44,200 (\$21.25 per hour), as well as a full benefits packet.

The Executive Assistant assists the County Manager in planning, scheduling and coordinating activities and provides highly responsible, complex, and highly sensitive and confidential administrative support to the County Manager, Deputy County Manager and Board of County Commissioners.

Minimum Qualifications include:

- A valid New Mexico driver's license, must be insured for liability purposes.
- High School Diploma or GED.
- A minimum of five (5) years of increasingly responsible administrative/clerical experience.
- Proficient in Microsoft Office 365: Outlook, Excel, Word, PowerPoint, and Publisher.
- A minimum of two (2) years of constituent services experience of related experience.

Read full job description and apply online at:

<https://nm-torrancecounty.civicplushrms.com/CareerPortal/Jobs.aspx>

Please attach resume, diploma, degree and any certifications to your application.