KOOTENAI COUNTY
invites applications for the position of:

Administrative Secretary - Airport

DEPARTMENT: Airport

SALARY: $15.90 - $18.50 Hourly

OPENING DATE: 11/04/20

CLOSING DATE: 12/01/20 05:00 PM

SUMMARY:

ADMINISTRATIVE SECRETARY – COEUR D ALENE AIRPORT

APPLY ONLINE https://www.kcgov.us/356/Employment-Opportunities & ATTACH COVER LETTER AND RESUME

THIS POSITION: Performs secretarial support duties to the Airport staff and Airport Advisory Board, including a variety of response, secretarial, data processing, and public relation activities.

- $15.90 to $18.50 per hour depending on experience
- Public Employees Retirement System of Idaho (PERSI), a pension plan with five year vesting, 11.94% employer contribution, and a lifetime payout upon retirement.
- Excellent and comprehensive benefits package. For example, employee-only medical/dental/vision premium of only $55.33 per month (nicotine free rate). View our entire benefits package.
- Public Student Loan Forgiveness Program

View the full job description

THIS IS THE JOB FOR YOU IF:

- Have a high level of secretarial and administrative skills including office support, reporting writing, creating and maintaining lease agreements, data entry and customer service
- You are able to multi-task in a busy office environment while maintaining accuracy
- Within one year of hire and after training, have the ability to understand job duties of the Part 139 Certificate and the FAA guidelines followed by the Airport
- Able to complete driver’s training on the AOA (Airport Operations Area)

DO YOU QUALIFY?

- Do you have a High School Diploma or GED? NO DEGREE REQUIRED
- Do you have at least 24 months related experience and or training?
- Do you possess or have the ability to obtain a valid driver’s license and are you insurable?
- Do you possess or have the ability to obtain a valid First Aid card, CPR Certification and Notary Public?
- You are able to work a flexible schedule to attend meetings and events held after regular business hours

**CONTACT US:**
Human Resources (208) 446-1640
kchr@kcgov.us

**OUR LOCATION:** Located in beautiful northern Idaho, and home to approximately 150,000 residents, Kootenai County is surrounded by scenic mountains and more than twenty pristine lakes--an outdoor enthusiast's dream. The largest city and county seat is located in Coeur d'Alene and is on the majestic shores of Lake Coeur d'Alene. With a low crime rate and cost of living that is below the national average and significantly less than in larger cities, it is an ideal place to call home. [Click here](#) to learn more about living in Kootenai County.

**TO APPLY:** Apply online at [https://www.kcgov.us/356/Employment-Opportunities](https://www.kcgov.us/356/Employment-Opportunities) **MUST ATTACH COVER LETTER AND RESUME TO ONLINE APPLICATION.** Must successfully pass the County’s pre-employment and subsequent drug testing.

EOE/Vets Preference/Drug Free Workplace

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

**QUALIFICATIONS:**

**SUPPLEMENTAL INFORMATION:**

APPLICATIONS MAY BE FILED ONLINE AT:

Administrative Secretary - Airport Supplemental Questionnaire

* 1. For this application we require a cover letter as well as resume. Please verify that you have attached a cover letter and resume prior to submitting this application.
   - Yes  No

* 2. If you are a veteran, did you attach a copy of your DD214?
   - Yes  No

* Required Question