

The Jefferson County Emergency Services Agency is seeking the assistance of a part time Administrative assistant. This is a non-exempt position; Part time; 20 to 30 hours per hours per week; Monday-Friday; 4-5 hours per day; This position provides comprehensive administrative, secretarial and data management support to the Director of the Jefferson County Emergency Services Agency, as well as the Deputy Director of JCESA. Quick Books experience is required. Ambulance billing experience preferred. This position provides primary staff support to the JCESA Board. Supervision is received from the Director of JCESA. Please submit your resume and letter of interest to JCESA Director Denise S. Pouget via e mail at [dpouget@jcesa.org](mailto:dpouget@jcesa.org) By November 17, 2015 close of business.