**Administrative Assistant**

**Athens/Limestone County 911**

Athens/Limestone County 911 is now accepting resumes for an Administrative Assistant position. Interested individuals should possess an Associate Degree in business administration or related field and a minimum of 2 years responsible administrative experience or a combination of education and experience equivalent to these requirements, have a valid AL driver’s license, pass a background check, and pre-employment drug testing. Proficiency with QuickBooks and Microsoft Office is desired. Experience in Emergency Services and 911 are a plus.

Qualified individuals should email resumes to [brandon@alc911.org](mailto:brandon@alc911.org) and fill out an application through the contact tab of our website at alc911.org

Deadline for resumes will be Friday January 19th, 2024, at 4:30 p.m.