**Administrative Assistant**

CASA of Natrona County is accepting applications for an Administrative Assistant position.

Duties include but are not limited to:  Performing routine clerical and administrative functions such as answering phones, organizing and file maintenance; preparing checks, financial statements, payroll, bank reconciliations; and assisting with fundraising events, board meetings and volunteer training.

Minimum Qualifications:  High School diploma. 1 – 3 years office experience. Excellent communication skills. Attention to detail and very organized. Commitment to CASA goals and mission.

Pay: $12.00 - $16.00 per hour DOE. Resume & references to: Chandra Ortiz, Executive Director, CASA of Natrona County, 350 Big Horn Rd., Casper, Wyoming 82601 by 7/30/18, 4:00 pm.

Full job description may be supplied upon request.