



Steve Fields
Minnesota Attorney



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STEVENS COUNTY

**STEVENS COUNTY HOUSING & REDEVELOPMENT AUTHORITY
OFFICE SUPPORT SPECIALIST
POSITION**

GENERAL OVERVIEW OF POSITION
Perform receptionist duties, greet the public, screen and direct telephone calls. Word processing, basic bookkeeping, provide clerical support for HRA staff.

WAGE RANGE
Hiring range: \$22.33 - \$30.01, depending upon qualifications.

BENEFITS
Generous monthly benefit plan contribution of \$875/month toward health, dental, vision, life, Short-term and Long-term Disability, Hospital, Critical Care, Accident Insurance and 7.5% Employer contribution into a Retirement Plan. 4 weeks annual PTO.

REQUIREMENTS
High school diploma and one-year clerical experience or an equivalent combination of training and experience.

EMPLOYMENT VARIABLES
Applicants subject to criminal background and credit checks. Typical schedule is 30-32 hours/week; Some evenings may be required. Some travel within the county may be required.

DEADLINE: 4:30 p.m., Wednesday, November 12, 2025
To apply visit: <http://www.co.stevens.mn.us>. ADA accommodations available. Stevens County HRA is an EOE.

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