

LTE Project Leader Aging & Disability Resource Center (ADRC)

Oneida County is accepting applications for the position of LTE (Limited Term Employee) Project Leader to work within the ADRC to assist the public in scheduling COVID-19 vaccines, answering questions and provide other clerical support as needed. This position will work up to 29 hours per week, paying \$15.96 per hour; no benefits offered. This position is expected to last approximately 3-4 months.

Qualified individual must have a high school degree or equivalent. Previous experience in a clerical or customer service setting is strongly preferred. Must have knowledge of computer software and accessories, excellent phone skills and be able to type 40 wpm.

Interested applicants must complete the required Oneida County application, found at www.co.oneida.wi.us. Completed applications should be submitted to jlueneburg@co.oneida.wi.us or mailed to Oneida County LRES, P.O. Box 400, Rhineland, WI 54501. Please call Jenni at 715-369-6153 with any questions. Applications will be accepted until the position is filled.

Oneida County is an Equal Opportunity Employer