

Work Vapor

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Public Service Customer Support And Administrative Assistant

Base Salary

USD 20 - USD 23

Description

Company: Jefferson County Colorado

Position: Customer Service Representative – Fairgrounds & CSU Extension

Industry: Public Sector / County Services

Location: Golden (on-site Tuesday–Friday + some flexible remote hours)

Employment Type: Full-time

Salary: \$20.00–\$23.00 / Hour

HR Contact: Jefferson County Recruitment Team, 303-271-8420, CareerTalent@Jeffco.us

This role provides front-line customer support for both the Jeffco Fairgrounds and the CSU Extension program, combining receptionist duties, event coordination support, and basic administrative tasks. You'll be the friendly first point of contact for visitors, callers, vendors, and community partners while helping keep events and extension services running smoothly.

Key Responsibilities:

- Greet visitors, answer phones, respond to emails, and provide courteous customer service
- Process registrations, take payments, and help check in plant and insect samples
- Prepare meeting materials, take minutes, and support scheduling for committees and events
- Coordinate with Fairgrounds Event Coordinator to process client documentation and support events
- Maintain filing systems, update records and databases, and perform data entry tasks
- Assist with purchasing paperwork, basic finance documentation, and budget tracking spreadsheets
- Perform opening and closing procedures to secure and organize the work area
- Follow up on customer inquiries and route issues to the appropriate staff members

Required Qualifications:

- High school diploma or equivalent (GED acceptable)

Hiring organization

Jefferson County Colorado

Employment Type

Full-time

Job Location

United States

Remote work from: United States

Date posted

03/13/2026

- Minimum 1 year administrative or customer-facing experience
- Proficient with Microsoft Office / Office 365 including Word and Teams
- Strong verbal and written communication skills
- Reliable, detail-oriented, and able to multitask across departments

Preferred Qualifications:

- Experience in event support, public sector, or extension programming
- Strong customer service focus and critical thinking skills
- Comfortable working independently and as part of a collaborative team

Work Schedule & Location Notes:

- In-office Tuesday–Friday, 8:00 AM – 5:00 PM; flexible schedule for remaining hours including up to 4 hours remote on Mondays
- Occasional evenings or weekends as required for events and meetings
- On-site duties primarily at the Jeffco Fairgrounds and CSU Extension offices

Benefits:

- Medical, dental, and vision insurance
- Paid time off and paid holidays, including a starting PTO bank for new hires
- Retirement matching program
- Tuition reimbursement and wellness programs

How to Apply:

Send your resume and cover letter and submit your online application through the Jefferson County Career portal, or email CareerTalent@Jeffco.us

Send your resume or contact on WhatsApp at 303-271-8420 or email CareerTalent@Jeffco.us