

**CROOK COUNTY EXTENSION  
ADMINISTRATIVE ASSISTANT  
APPLICATION PROCEDURE**

1. **If you have questions contact:**  
**Bill Taylor**  
**Interim Crook County Coordinator**  
**1225 Washington Blvd, Suite 4**  
**Newcastle, WY 82701**  
**307-746-3531**  
**weston@uwyo.edu**
  
2. **Print application form and materials from:**  
**[http://www.crookcounty.wy.gov/job\\_openings/index.php](http://www.crookcounty.wy.gov/job_openings/index.php)**
  
3. **Seal cover letter, completed application form, resumé and 3 letters of reference in envelope provided and return or mail by 8/15/13, 4:00 p.m. to:**  
**Bill Taylor, Interim Crook County Coordinator, Weston County Extension Office,**  
**1225 Washington Blvd, Suite 4, Newcastle, WY 82701**
  
4. **Applications will be reviewed and those chosen for interview will be notified.**  
**Interviewees will also be scheduled to take a 2 hour practicum to evaluate their skills in office administration.**
  
5. **Interviews will be held August 21 and/or August 23, 2013.**
  
6. **A decision will be made by August 26<sup>th</sup> or before and the successful candidate notified.**
  
7. **Employment is scheduled to begin September 11, 2013.**