

Kalkaska County Advertisement

Kalkaska County Employment Posting: Administrative Assistant/Deputy County Clerk

The purpose of this position is to provide secretarial support and assistance to the County Clerk/Administrator and Board of Commissioners. The work is performed under the direction of the County Clerk/Administrator.

Responsibilities include but are not limited to:

Assistance with all County Administrative functions including, but not limited to all functions involving: Budgeting, IT services, Accounts Payable, Payroll, Human Resources, MERS reporting; sales tax reporting; Board of Commissioner functions, communication and correspondence; County insurances, filings and all other data and functions required as part of the County Administrative duties. Receiving and processing Circuit Court Filings. Receiving and processing filings of Vital Records and associated software; Election filings and preparation (including operation of all duties in the Qualified Voter File), CPL Applications/processing, processing all other County Clerk filings (including Veterans filings, and other miscellaneous filings), presiding as Deputy Clerk to any Boards or Committees for minute taking and meeting preparation as directed by the County Clerk, processing collection of any outstanding Circuit Court fees, processing daily, monthly and yearly financial transmittals and any other duties as directed by the County Clerk.

College education preferred; minimal high school diploma or equivalent; experience with Office Management, Microsoft, Excel, and must possess excellent professional communication skills and work ethic. This is a full time non-union position with benefits; beginning wage \$15.00 per hour. To apply contact the Kalkaska County Clerk, 605 N Birch Street, Kalkaska, MI 49646; telephone 231-258-3349, or visit the Kalkaska County website at www.kalkaskacounty.net. Applications need to be filed by 11-2-2018. Kalkaska County is an equal opportunity employer.