



## Position Available – Internal/External Posting

### **Job Title: Administrative Assistant – Sheriff’s Dept.**

Classification: Administrative Assistant  
Full-time  
POAM Non-312 Union

Department: Wexford County Sheriff’s Department

Hourly Wage: \$12.96 - \$16.94 per hour

- Qualifications:
- Considerable knowledge of modern office administration programs (Word and Excel)
  - Considerable knowledge of business, bookkeeping and related subjects
  - Initiative and resourcefulness in handling public contacts and resolving office problems
  - Ability to assemble data and prepare accurate records and reports
  - Ability to understand and follow complex oral and written instructions
  - Ability to plan and organize office work
  - Ability to record and transcribe dictation with speed and accuracy (ability to type min 60 wpm)
  - Ability to work effectively with other employees, officials and the general public
  - Preferred, Associates Degree from an accredited college supplemented by courses in typing and related subjects
  - Preferred, one year of experience in responsible clerical, secretarial and administrative work with responsibility for the exercise of individual judgment and initiative

Supervision: Undersheriff

Application Due: Applications due by 4:00 p.m. on Tuesday, July 17, 2018, County Administrator’s Office, Historic Courthouse, 437 E. Division St., Cadillac, MI.