



WEXFORD COUNTY, MICHIGAN

Administration Office, 437 E. Division, Cadillac, MI 49601 231-779-9453 231-779-9745 FAX

Position Available – Internal/External Posting **Job Title: Department Aide**

- Classification:** Level 2
Full Time/Full Benefits (37.5 hrs/wk)
TPOAM
- Department:** Friend of the Court
- Hourly Wage:** \$11.55 – \$14.92
- Qualifications:**
- Reasonable knowledge of business, English, spelling, arithmetic and commercial subjects
 - Knowledge of modern office practices and procedures
 - Efficient computer skills
 - Ability to prepare and maintain accurate records and reports
 - Ability to type 40 WPM
 - Ability to deal with the public and employees tactfully and courteously
 - High school diploma or equivalent
 - Must be able to work with a minimal amount of direct supervision
- Note:** Examples do not include all of the duties which the employee may be expected to perform.
- Supervision:** Friend of the Court
- Applications due by:** Tuesday, October 16, 2018 at 4:00 p.m. County Administrator's Office, Historic Courthouse, 437 E. Division St., Cadillac, MI.

Posted: Monday, October 8, 2018