



WEXFORD COUNTY, MICHIGAN

Human Resources Office, 437 E. Division, Cadillac, MI 49601 231-779-9452 231-306-0150 FAX

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

Classification: Irregular Part-time (**usually 4-5 weeks per year**)
Level 6 Wage Scale

Department: Building Department

Hourly Wage: \$ 16.69 - \$20.57

Responsibilities &
Qualifications:

- Compile information and prepare correspondence, requiring knowledge of departmental activities and requirements
- Assist the public in preparation of permit applications and collect permit fees
- Answer telephone and office inquiries requiring a knowledge of departmental rules and regulations
- Operate computer, typewriter, telephone, and other equipment
- Schedule inspections as requested for the Building, Electrical, Mechanical, and Plumbing Inspectors
- Reasonable knowledge of the departmental activities and operations
- Ability to work effectively with other employees, builders, contractors, and the general public
- Ability to concentrate and pay close attention to detail
- Ability to see and hear well to complete duties as assigned
- High school diploma or its equivalent
- One year experience in performing responsible clerical work preferred

Supervision: Building Department Manager

Application Due: Resume/Cover letter/Application due by 4:00 p.m. on Friday, April 7, 2023, to the County Human Resources Office, 437 E. Division St., Cadillac.

Posted: Wednesday, March 15, 2023

