



Position Available – Internal/External Posting

Job Title: Administrative Assistant – Sheriff’s Office

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

Department: Wexford County Sheriff’s Office

Hourly Wage: \$18.31 - \$21.44 per hour

Benefits Include: Hybrid Pension – minimum 5% employee contribution
Health, Dental & Vision Insurance –10% employee contribution
Paid Vacation, Holiday Pay & Medical Leave
Life Insurance
Short-term Disability Insurance

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 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 word processing 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: Sheriff’s Office Manager

Application Due: Application and resume due by 4:00 p.m. on Wednesday, November 22, 2023 to the Human Resources Office, Historic Courthouse, 437 E. Division St., Cadillac, MI.