



# WEXFORD COUNTY, MICHIGAN

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

## Position Available – Internal/External Posting

### **Job Title: Clerk**

**Classification:** Part-time (22.5 hours weekly)  
TPOAM/General Union  
Level 4 Wage

**Department:** Prosecutor's Office

**Hourly Wage:** \$15.97 - \$19.68, depending on experience

**Qualifications:**

- Must be proficient with computers and keyboarding, including data entry, data downloads and Windows programs.
- Must have a strong work ethic.
- Must have good communication and organizational skills.
- Must work effectively with the public, crime victims, fellow employees, prosecutors, police agencies, the court staff, Community Mental Health and Department of Health & Human Services personnel.
- Must have good filing and typing abilities.
- General knowledge of the court system, criminal law, and the duties and responsibilities of the Prosecutor's Office.

**Supervision:** Prosecuting Attorney & Office Administrator

**Application Due:** Application/resume due by 4:00 p.m. on Friday, May 10, 2024, County HR Office, Historic Courthouse, 437 E. Division St., Cadillac, MI.

*Posted: May 3, 2024*