



# WEXFORD COUNTY, MICHIGAN

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

## **Position Available – Internal/External Job Title: Deputy County Clerk**

- Department: County Clerk's Office
- Classification: Full-Time (37.5 hrs /wk)  
Full Benefits  
TPOAM Union  
Level 5
- Benefits Include: Hybrid Pension – 5% employee contribution  
Health, Dental & Vision Insurance – 10% employee contribution  
Paid Holidays, Vacation & Medical Leave  
Life Insurance  
Short-term Disability Insurance
- Hourly Wage: \$ 16.41– \$ 20.23 per hour
- Qualifications:
- Ability to assist County Clerk in a wide variety of clerical, administrative and other activities involving the Clerk's Office and Circuit Court
  - Ability to work independently, without direct supervision
  - Ability to effectively communicate with the public and fellow employees
  - Ability to prepare complicated monthly and quarterly reports as required
  - Extensive knowledge of a wide variety of computer skills
  - Ability to operate office equipment, including computer, typewriter, calculator, copier, and printer
  - Thorough knowledge and experience in office practices and procedures
  - Considerable knowledge of bookkeeping methods and practices
  - Ability to multi-task, comprehend and follow directions
  - Familiarity with court documents
  - Knowledge about elections
  - High school diploma or equivalent
  - Minimum one-year experience in a position performing clerical work
- Supervision: County Clerk
- Application Due: Tuesday, October 29, 2024, by 4:00 p.m. to the Human Resources Office, Historic Courthouse, 437 E. Division St., Cadillac, MI 49601.

*Posted: October 15, 2024*