



**BAY COUNTY
ADMINISTRATIVE SERVICES**

Thomas L. Hickner
County Executive

Debra Russell
Director
russelld@baycounty.net

TO: BAY COUNTY VETERAN GROUPS
FROM: DEBRA RUSSELL, ADMINISTRATIVE SERVICES DIRECTOR
RE: VETERAN SUPPORT POSITION
DATE: JUNE 13, 2016

A handwritten signature in purple ink that reads "Debra Russell".

Attached is a copy of the Job Description for a Clerk Typist II, contractual position to offer support to the Soldier's Relief Commission and other veteran services provided from their offices located on the 2nd floor of the Bay County Building. This is a contractual position.

Please send your resume and cover letter to the following address: **Veteran Contractual Position, c/o 515 Center Avenue, Personnel Department, Third Floor, Bay City, Michigan 48708**

QUESTIONS: Please direct any questions to Debra Russell at russelld@baycounty.net

APPLICATION DEADLINE: Friday, June 24, 2016

Attachment

NOTICE

There is a job vacancy within the **Veterans Affairs Office.**

Job Title: **Typist Clerk II**
Rate of Pay: \$10.00 per hour

This is a non-union, contractual position with no benefits.
Maximum of 25 hours per week, depending on need.

GENERAL SUMMARY:

Within the Office of Veterans Affairs, performs a variety of routine and semi-complex typing and clerical support tasks. Activities frequently include the use of a computer for such purposes as preparation of standardized forms and file/ mailing labels. Activities will occasionally include the inputting of information to a prepared an Excel spreadsheet and MUNIS. Work is performed under the direct supervision of the appropriate department/division supervisor.

TYPICAL DUTIES:

1. Serves as receptionist, receiving walk-in visitors and telephone calls. Relays inquiry to the appropriate departmental source or screens and answers general inquiries dealing with established policy matters.
2. Provides counter assistance, typing and issuing standardized documents.
3. Files, pulls materials from files and prepares identification labels and folders as needed.
4. Types standardized forms, reports from rough draft.
5. May update files in a well-defined manner adding documents and correspondence, purging outdated material.
6. Uses a variety of office machines, including copy machine, shredder, personal computer, fax machine, and printer.
7. Processes bulk mail, including preparation of and affixing labels for mailing and/or inter-county distribution.
8. All other duties as assigned.

The above statements are intended to describe the general nature of work being performed by people assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.

QUALIFICATIONS: Three to six months of related experience. Typing skill will be: 50 WPM (with no more than five errors). Must be computer literate. Applicants may be required to take written and/or other examinations.

PHYSICAL REQUIREMENTS: This position involves sitting, standing and/or walking in roughly equal periods of time. Additional requirements include the ability to move objects according to the following weight & frequency: Generally, 10 pounds of force up to one third of the time.