

NOTICE

There is a job opening in the **BAY COUNTY CLERK'S OFFICE**.

JOB TITLE: **SECRETARY TO THE COUNTY CLERK**

RATE OF PAY: **\$15.81 per hour entry, progressing to
\$18.80 per hour after two years (TU08)**

Full-time position with benefits as provided for within the USW full-time labor agreement, Local 15157, although union membership is voluntary.

GENERAL SUMMARY: Be well-versed in departmental or office type procedures and serves as secretary to a department director or a large unit director within a department. Provides similar services to other professional and managerial staff. Incumbent is fully proficient in all clerical skills and is frequently assigned tasks dealing with gathering of materials and typing of highest level reports.

TYPICAL DUTIES:

1. Serves as Secretary to County Clerk. Takes and transcribes dictation, minutes of meetings, including meetings of the Board of Commissioners, and so forth. Due to level of activity in which superior is involved, absolute accuracy and confidentiality of material is essential.
2. Provides secretarial services including typing and filing for advanced professional and managerial personnel in accordance with other time limits and deadlines.
3. Serves as receptionist receiving walk in visitors and telephone calls. Provides routine service information, refers calls to appropriate source or schedules appointment. Keeps identification file of common contacts.
4. Maintains current files of statistical data and correspondence pulling materials upon request.
5. Arranges meetings and prepares routine background material and copies.
6. May perform duties unique to the employing department such as preparing charts and graphic illustrations, receive referral information, keep mailing lists current, prepare agenda and set up newsletters.
7. Attends meetings on matters of general office interest or accompanies superior, taking notes or taping sessions.
8. May inventory office supplies reordering as necessary.
9. As time permits, carries out routine clerical duties, providing counter assistance, processing standard collections and receipting, looking up records, and so forth.
10. In addition to a typewriter, operates office equipment such as copy machine, dictaphone and calculator, and computer software and hardware.
11. 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: 3 to 5 years of secretarial/office experience with continued increase in responsibilities. Must be proficient in math, spelling, and grammar. Typing skill level will be 70 WPM (with no more than 5 errors). Shorthand/speedwriting skill level will be a minimum of 100 WPM. Must be computer knowledgeable. Applicants may be required to take written and/or other examinations.

PHYSICAL REQUIREMENTS: This position requires sitting, being mobile, climbing ladders, bending and/or standing for significant periods of time. Additional requirements include the ability to move objects according to the following weight & frequency: Generally, 20-50 pounds of force up to 1/3 of the time.

Make application online at www.baycounty-mi.gov or via US mail/in person: Bay County Personnel Department, 515 Center Ave., Suite 301, Bay City, MI 48708-5121, **in writing**, no later than **4:00 p.m. Thursday, December 3, 2015**.

EQUAL OPPORTUNITY EMPLOYER

"Bay County is an equal opportunity employer. It is the policy of Bay County and its departments to pursue equal employment opportunity regardless of height, weight, political or religious affiliations, race, color, sex, disability, familial status, sexual orientation, gender identity, national origin, or other protected classification set forth by law in our relationship with applicants for employment, employees of the department, and the public."