

BOARD OF COMMISSIONERS

Jamie Kramer, District #1
James S. O'Rourke, District #2
Douglas Rexroat, District #3
Ty Wessell, District #4
Kama Ross, District #5
Gwenne Allgaier, District #6
Melinda C. Lautner, District #7



Richard I. Lewis
Interim County Administrator

Leelanau County Government Center
8527 E. Government Center Drive, Suite #101
Suttons Bay, Michigan 49682
(231) 256-9711 ♦ (866) 256-9711 toll free
(231) 256-0120 fax
www.leelanau.gov ♦ rlewis@leelanau.gov

J O B P O S T I N G

The Leelanau County Administrator's Office is seeking qualified candidates for a full-time (35 hours per week) **Secretary** under the direction of the Planning & Community Development Director.

This is a Teamsters 214 Union position, Grade 1 with full county benefits. Starting pay is \$19.88-25.18 per hour. A complete job description and link to the online application system is located on the County's website at the following link: <http://www.leelanau.gov/adminemployment.asp>. Any attachments must be in PDF format. **Internal applicants can submit a letter of interest.**

Inquiries can be directed to:

Heather Cade, Human Resources Director
8527 E. Government Center Dr., Suite #101
Suttons Bay, MI 49682
hcade@leelanau.gov
231-256-8114

General Summary:

Under the supervision of an Elected Official, Department Head or higher classified supervisory employee, performs a variety of clerical/secretarial support tasks which require proficiency in typing, independent judgment, accuracy and organizational skills.

Employment Qualifications:

Education: Possession of a high school diploma or its equivalent with courses in typing, account keeping, office machine and/or computer operation and office procedures.

Experience: A minimum of two years of experience or the equivalent. Six month orientation period.

The qualifications listed above are guidelines. Other combinations of education and experience which could provide the necessary knowledge, skills and abilities to perform the job should be considered.

Applications will be accepted until the position is filled.

Leelanau County is an Equal Opportunity Employer