

LAPEER COUNTY ADMINISTRATION DEPARTMENT

JOB POSTING

**Position: General Office Clerk/Typist
(On-Call As Needed – Variable Hourly Employee)**

Job Responsibilities: See attached Job Description

Qualifications & Requirements:

Education: High School graduation or equivalent. Prefer advance coursework in word and data processing.

Experience: Any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

Work Location: Administration & Other Assigned Offices As Needed

Hours of Work per Week: Varies/On-Call As Needed (Estimated 8-28 hours/week)

Benefits:

Salary: Entry level: \$12.70/hr.

Status: Non-Exempt

**Supply Application/Resume To: Doreen Clark
Lapeer County Administration Office
255 Clay Street, Suite 301
Lapeer, MI 48446**

Application Deadline: Friday, September 23, 2016 at 5:00 p.m.

EOE

Position #: _____

Posting Date: 9/13/16 by (dsc)

Removal Date: _____ by ()

Lapeer County

General Office Clerk Typist (On-call "Floating" Team Positions)

General Summary

Under the general supervision of the County Controller/Administrator, and various Department Head or Supervisors when assigned, provides support to the office by performing routine typing and general clerical duties as needed during periods of staff shortages. These positions are on an "as-needed/on-call" basis.

Essential Functions:

May perform any or all of the following duties, as assigned:

1. Performing duties under supervision of various Department Heads and Supervisors.
2. Acting as receptionist and answering telephone calls, directing/transferring callers to the appropriate person, department, or agency.
3. Assisting walk-in customers/clients by ascertaining needs, explaining departmental services and policies, initiating applications or other forms or making referral to an appropriate agency.
4. Working with a variety of local governmental officials in a professional manner;
5. Assisting other administrative staff in a wide range of office duties.
6. Typing correspondence, forms, reports, invoices/vouchers and other materials from rough drafts or clear copy.
7. Preparing documents on the computer in Word, Excel and/or Publisher (or similar programs) or other pertinent programs as necessary for various departments.
8. Providing clerical support including maintaining office filing systems, scheduling meetings and appointments.
9. Preparing copies and faxing documents to various locations in a timely manner,
10. Sorting and filing correspondence, vouchers, memoranda, reports, and other similar materials.
11. Distributing inter-county documents/letters/forms/mail, etc.;
12. Sorting incoming mail and preparing outgoing mail.
13. Maintaining simple clerical records.
14. Maintaining confidentiality and understanding HIPA regulations;
15. Being self-motivated and ability to keep busy even during slower periods of time;
16. Any other special projects or duties as assigned by Department Head or Supervisor in regards to this type of general clerical position.

Employment Qualifications

Education: High school graduation or equivalent. Prefer advance coursework in word and data processing.

Experience: Any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

Other Requirements: Typing – 50 words per minute and ability to deal with public.

The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.

FLSA Status: Non-exempt

Worker's Compensation Code:

Occupational Employment Statistical Code:

Physical Requirements: *[This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements and working conditions. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements]:*

Ability to access departmental files.

Ability to enter and retrieve information from computers.

Ability to access meeting rooms of Board committees.

Ability to lift and carry files and records, books, indexes, and/or boxes of copy paper, etc. weighing up to 50 lbs.

Standing for prolonged periods to assist customers at the counter.

Bending, stooping, and crouching as needed to retrieve records and/or files.

Working conditions:

Works in office conditions.