



MONROE COUNTY
HUMAN RESOURCES DEPARTMENT

125 East Second Street · Monroe, Michigan 48161- 2197
Telephone (734) 240-7295 · Fax (734) 240-7266 · Toll Free (888) 354-5500 Ext 7295

JOB VACANCY ANNOUNCEMENT
(Internal Posting)

DATE OF POSTING: February 9, 2018

DEPARTMENT: Friend of the Court

POSITION: Part Time Secretary

SALARY: Tier I \$14.28/hr or Tier II \$13.56/hr
(UAW / Rye 6)

REQUIREMENTS: High school graduation or equivalent with advanced coursework in word processing, writing skills, and related areas. One year of experience in a secretarial capacity. May require experience and training in various computer software and equipment. Experience in legal, medical or other specific field may be required depending on assignment.

SUMMARY: Provides a variety of secretarial and clerical support functions to professional and supervisory staff such as screening phone calls, scheduling appointments and establishing and maintaining filing systems. Operates a computer for word processing, data verification, and data entry. Performs related support tasks.

DEADLINE FOR IN-COUNTY TRANSFER REQUESTS: Friday, February 16, 2018 @ 5:00 p.m.

Contact the Monroe Human Resources Department:
An Equal Opportunity Employer
Job Description Available Upon Request

Visit the Monroe County Website: www.co.monroe.mi.us