

**COUNTY OF IONIA
POSITION OPENING
Administration Office
(Pending Board Approval)**

Title: Administrative Assistant

Pay Grade 9/\$17.68 per hour

Minimum Qualifications: High School diploma; supplemented by some vocational/technical training in business, computer usage or related field plus 2 years relevant experience is required; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills and abilities.

General Summary: This position is responsible for a variety of administrative and secretarial duties relating to the Board of Commissioners and County business. This position assists in a support function to insure the office is run smoothly and efficiently.

Please complete an Ionia County Application for Employment and submit it, along with your résumé to:

Ionia County Administrative Building
Human Resources
101 West Main St.
Ionia, MI 48846

Résumés will be accepted until April 19, 2019 at 12:00 p.m.

Applications available at ioniacounty.org

Ionia County is an Equal Opportunity Employer.