

IONIA COUNTY COMMISSION ON AGING
Part-time Position Open

Title: Administrative Clerk (part-time)

Starting Pay: Grade 5 - \$12.47/hour

Approximately 20-24 hours per week

Minimum Qualifications: High school diploma or GED. A valid Michigan driver's license or Michigan ID required. Experience with basic office equipment (phones, scanner, and copier) and good computer skills (Microsoft Outlook, Word, Excel) are necessary.

General Summary: Must have the demonstrated ability by previous experience to work effectively with the elderly and communicate effectively with personnel and clients.

Position supports wide ranging agency functions including but not limited to: direct client work and interaction; working with COA staff and volunteers; bookkeeping, receipting and bank deposits. Requires ability to multi-task and balance multiple work assignments. Experience with database software is a plus, as is HR experience.

Please complete an Ionia County Application for Employment and submit it, along with a cover letter and resume, to:

Ionia County Administrative Building
Human Resources
101 W. Main Street
Ionia, MI. 48846

Applications available online at ioniacounty.org
Applications will be accepted until
February 1st, 2019
Ionia County is an equal opportunity employer.