



Mark A. Hackel
County Executive

Office Assistant (Data Entry Clerk)

**Friend of the Court
Mount Clemens, Michigan**

Salary - \$29,360.40 to \$37,236.08 Annually

JOB SUMMARY:

Under supervision, enters data from source documents on a terminal keyboard; verifies the accuracy of data entered; types letters, reports, forms and other correspondence; sorts and distributes mail; provides telephone coverage, answering questions appropriate to skill level; operates standard office equipment such as typewriters, personal computers, word processors, facsimile machines, copiers, calculators, adding machines and microfiche equipment; performs related duties as assigned.

QUALIFICATIONS (EDUCATION AND EXPERIENCE):

REQUIRED:

Possession of a high school diploma or a certificate of successful completion of the General Educational Development Test, preferably supplemented with college courses in data or word processing.

A minimum of one (1) year of clerical experience involving word processing or data entry.

PREFERRED:

Previous experience with the Michigan Child Support Enforcement System (MiCSES) and/or the OnBase Document Imaging System.

Previous Microsoft Word and Excel experience.

BENEFITS:

We offer health, dental and vision plans that offer flexibility and choice along with a generous time off policy and a 401(a) retirement plan. Visit our website at <http://hrlr.macombgov.org> for more details on our exceptional benefit package.

HOW TO APPLY:

This job posting closes at 5:00 p.m. on Tuesday, January 29, 2019.

For a complete job description, benefits information and online application instructions, please visit our website at <http://hrlr.macombgov.org>

THE COUNTY OF MACOMB IS AN EQUAL OPPORTUNITY EMPLOYER