



Mark A. Hackel
County Executive

Office Assistant Senior

16th Judicial Circuit Court
Mount Clemens, Michigan

Salary - \$31,997.33 - \$40,554.99

JOB SUMMARY:

Performs a variety of clerical accounting duties which require an understanding of departmental operations, a high degree of accuracy and independent judgment.

QUALIFICATIONS (EDUCATION AND EXPERIENCE):

REQUIRED:

Possession of a high school diploma or a certificate of successful completion of the General Educational Development Test.

One (1) year of office clerical work experience.

PREFERRED:

An Associate's Degree or higher

Previous experience in a Court or government setting.

Previous legal training or work 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.

HOW TO APPLY:

This job posting closes at 5:00 p.m. on May 6, 2021

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