

*Chippewa County Administrator's Office
319 Court Street
Sault Ste. Marie, MI 49783*

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*James M. German
Administrator
Kelly J. Church
Deputy Administrator
Danielle Girvin
Admin Asst/B I Supervisor/IT Tech*

VACANCY

Chippewa County – Administrative Assistant/Building Department Clerk – Non-Union/At Will - Grade 7 Position – starts at \$15.69/hour with benefits. Under supervision of the Administrator/CFO, this position prepares and processes all accounts payable; provides a variety of accounting, secretarial and clerical support and other duties as assigned and backs-up as payroll clerk. Serves as liaison with vendors and responds to their inquiries. As, the Building Department Clerk helps maintain the department work activities; from approved status until permit is finalized. Provide letter of interest, resume and references to Jim German, Administrator/CFO, 319 Court Street, Sault Ste. Marie, MI 49783 Applications will be accepted until Wednesday, September 16, 2020. EOE

Chippewa County is an Equal Employment Opportunity Employer



Position Code 1313

CHIPPEWA COUNTY, MICHIGAN POSITION DESCRIPTION

POSITION TITLE: Administrative Assistant/Building Department Clerk

Department: Administrator

Pay Grade: 7

Reports To: Administrator/Deputy Administrator

Purpose of Position

Under supervision of the Administrator/CFO, and the Deputy Administrator this position has the following duties; as the Administrative Assistant prepares and processes all accounts payable for payments; backs-up as payroll clerk. Enters all accounts payable related information to the system, prepares checks, generates related reports, including a variety of bookkeeping, secretarial and clerical support and other duties as assigned, and gathers Accounts Payable and Receivable for monthly and quarterly reports for the Departments that are overseen by the Administrator. Serves as liaison with vendors and responds to their inquiries.

The Building Department Clerk helps maintain the department work activities; helps maintain Building permit program from approved status until permit is finalized.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Administrative Assistant

Oversees County policy regarding Account Payable according to financial and county policies and procedures

Maintains office by making sure things are organized and run smoothly according to County policy

Performs clerical, bookkeeping, and/or other functions according to County policy and procedures.

Telephones and confers with Departments/Agencies/Companies regarding County information

Supports Administration in development and distribution of financial documents on routine matters

Support Animal Control with software and ordering, billing, and annual licensing.

Operates various office machinery including copy machine, fax machine, ten-key calculator, computers and other equipment which may be unique to that assignment

Answers multi line telephone calls and route messages

Inputs data into computer, prepares and runs reports and files documents

Provides general office/department support

Performs other related essential duties as required.

Prepares accounts payable for payment by checking the accuracy and propriety of invoices against purchase orders and contracts and ensures billings are verified against a purchase order and have been received by the appropriate party.

Complies with all applicable codes, laws, rules, regulations, standards, policies and procedures; initiates any actions necessary to correct deviations or violations.

Adheres to established safety procedures; monitors work environment and use of safety equipment to ensure safety of employees and other individuals.

Receives, inputs, checks, invoices for payment from County departments; assigns vendor numbers.

Generates checks and separates 2-part copies and distributes to Clerk and Treasurer for signature.

Sorts and distributes checks to departments along with claims and expense budget status reports.

Maintains vendor lists and sets up new vendors.

Runs jury reports for check payments for Circuit, District, and Probate Courts; generates checks.

Maintains records on independent contractors to meet insurance requirements. Prepares and distributes 1099's

Types/processes checks needed immediately, manually.

Maintains files and filing systems.

Performs other related essential duties as required.

Building Department Clerk

Helps maintain department work activities; troubleshoots problem situations.

Helps ensure departmental compliance with all applicable codes, laws, rules, regulations, standards, policies and procedures.

Adheres to established safety procedures; monitors work environment and use of safety equipment to ensure safety of employees and other individuals.

Answers telephones and greets visitors/customers providing information, assistance and direction to applicants.

Issues permits; collects fees and issues reports, maintains files and filing system.

Compiles data and prepares statistical reports.

Minimum Training and Experience Required to Perform Essential Duties and Responsibilities

High school diploma or GED; supplemented by some previous bookkeeping and computer experience; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Special Requirements

No special licensure or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

Ability to operate a variety of automated office machines including typewriter, calculator, copier, telephone system, fax machine, check master, etc.; ability to coordinate hands and eyes in using automated office equipment; ability to operate a computer utilizing word processing, spreadsheet, database, Internet, and other software applications.

Ability to exert physical effort in sedentary to light work involving routine stooping, kneeling, crouching, and reaching; tasks require visual perception and discrimination; tasks may involve extended periods of time at a keyboard or workstation.

Mathematical Ability

Ability to add, subtract, multiply, divide, calculate decimals and percentages, and measure data.

Language Ability and Interpersonal Communication

Ability to comprehend and correctly use a variety of informational documents including billing invoices, purchase orders, and other reports and records.

Ability to comprehend a variety of reference books and manuals including policy/procedure manuals, account listings, vendor book, etc.

Ability to prepare checks, retiree billings, various reports, memorandum, correspondence, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.

Ability to accurately record and deliver information, meet deadlines, and maintain confidentiality of restricted information.

Ability to make independent judgments in absence of management, use common sense, and exercise sound professional judgment in all daily activities; ability to utilize the principles of rational systems in the performance of tasks.

Ability to learn and understand county government terminology, language, principles, and techniques; ability to expound on knowledge of topics related to primary occupation.

Ability to work under occasional stressful conditions, to respond immediately to crisis situations, and to balance priorities within and between offices/departments.

Ability to obtain proper and correct knowledge on various issues and be knowledgeable of resources available; ability to prioritize and manage pressures of multiple demands; must possess skills in problem identification and personal interaction.

Ability to maintain personal composure and tactfully handle difficult situations and interpret questions correctly; ability to behave in a professional manner.

Ability to advise and interpret on the application of policies, procedures and standards to specific situations; ability to explain, demonstrate and clarify to others within well-established policies, procedures and standards.

Ability to communicate effectively with immediate supervisor, coworkers, department heads, other County personnel, and the general public verbally and in writing; ability to speak with and before others with poise, voice control, and confidence using correct English and well-modulated voice.

Environmental Adaptability

Ability to work effectively in an office environment.

Essential functions are regularly performed without exposure to adverse environmental conditions.

Chippewa County is an Equal Opportunity Employer. In compliance with the Americans With Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.