



# JOB POSTING

448 Court Place • Beulah, MI 49617

---

## Administrative Assistant

*Applications are being received by Human Resources for an Administrative Assistant position in the County Administrators Office.*

Benzie County is seeking qualified individuals interested in serving as an Administrative Assistant to the County Administrator. This is a full-time position.

Under the direct supervision of the Human Resource/Finance Manager and general supervision of the County Administrator, this position includes various responsibilities in a full-time office environment. Duties include, but are not limited to processing, compiling and researching complex information related to county government, facilitation of the accounts payable process, drafting of official communication to the Board of Commissioners, and publishing information to the County's website and other online platforms.

Higher education is desired. Experience in a related field preferred.

This is a non-union position.

Starting hourly rate will depend on qualifications. Benzie County offers a generous benefit package which requires no employee cost share. Benzie County also offers a defined contribution retirement plan with a County match.

Please submit resume, cover letter, completed application, and three professional references to Benzie County, Administrators Office, 448 Court Place, Beulah, MI 49617 or via email to [kzeits@benzieco.net](mailto:kzeits@benzieco.net). For additional details, visit the Benzie County website at [https://www.benzieco.net/residents\\_visitors/job\\_openings/index.php](https://www.benzieco.net/residents_visitors/job_openings/index.php).

Benzie County is an equal opportunity employer.

Posted and Published: July 16, 2021



**Benzie County**  
**JOB DESCRIPTION**  
**Administrative Assistant**  
**(County Administration)**

**Directly Supervised by:** Human Resource/Finance Director,  
**Generally Supervised by:** County Administrator  
**Supervises:** No Supervisory Responsibilities  
**Status:** Non-Union, Non-Exempt (Full-Time)

**SUMMARY OF POSITION**

Under the general supervision of the County Administrator, Acts as office manager for the Benzie County Administrators Office. Performs a variety of high-level administrative and support functions related to the daily operations of Benzie County. Maintains records, conducts research, develops reports, tracks budgets and expenditures and provides administrative support to the County Administrator. Independently handles various projects as assigned.

**PRIMARY DUTIES AND RESPONSIBILITIES**

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties that the employee may be expected to perform. This individual must be able to perform each essential function satisfactorily.

- Performs job duties adequately and properly; follows personnel and department policies and operating procedures; shows respect, tact, and courtesy in dealings with coworkers and the general public; behaves in a manner that does not obstruct or hinder other employees from completing their duties.
- Performs paraprofessional, administrator support to the County Administrator and other professional personnel as assigned by setting up meetings, creating letters, documents, and resolutions, proofreading and other support tasks, as necessary. Prepares materials for meetings as requested.
- Receives, screens and routes telephone calls and assists walk-in visitors and refers their requests to the appropriate staff members and/or departments.
- Processes, compiles, researches, and analyzes complex information, and prepares and verifies reports, correspondence and other documents utilizing applicable software, within established procedure.
- Coordinates and prepares response to official Freedom of Information Act requests for review by the County Administrator.
- Responsible for the accounts payable functions of the department and Benzie County, including sorting and entering vouchers into the computer system and separating and mailing approved checks for payments.
- Assists with payroll processing as needed.

- Sorts, files, and maintain materials and filing systems (paper, computer or imaging), retrieves file materials, and keeps a record of file movement.
- Tracks and ensures proper insurance documentation is provided for various subcontractors and vendors associated with Benzie County.
- Publishes information to the County's website, social media and other online platforms as needed, such as the publication of press releases and other official communications from Benzie County. Distributes information electronically as appropriate.
- Monitors and maintains appropriate levels of supplies and materials in support of department's operations and activities.
- Manages incoming and outgoing mail for the department.
- Interprets and assists in the drafting of County and departmental policy and procedure within area of expertise.
- Works on other special projects as assigned.
- Receives temporary assignments that require additional/flexible hours.
- Privileged to confidential documentation and information, must maintain confidentiality at all times.
- Performs related work as required.

The job duties listed are typical examples of the work performed by the Administrative Assistant. Not all duties assigned to the position are included.

### **EDUCATION, FORMAL TRAINING, AND EXPERIENCE**

- Educational requirements include an Associates' degree in public or business administration or related field, bachelors preferred.
- Three or more years in professional administrative support or records management is preferred.
- Additional experience may substitute for educational requirements.

### **CERTIFICATIONS, LICENSES**

- Must be eligible to obtain Notary Public designation

### **KNOWLEDGE, SKILLS, ABILITIES, COMPETENCIES**

- Proficiency in English grammar, spelling, punctuation, and simple mathematical functions, such as addition, subtraction, multiplication, division, percentages, ratios, etc.
- Skill in operation of modern office equipment such as personal computers, copiers, scanners, and telephones.
- Skill in use of personal computer software, including spreadsheet development and word processing.
- Ability to consistently demonstrate sound ethics and judgment.
- Ability to maintain confidentiality of information and professional boundaries.
- Skilled in researching and resolving problems to ensure compliance.
- Ability to think analytically and apply sound judgment, solve problems, make effective decisions and act with integrity.
- Ability to facilitate and coordinate meetings effectively and efficiently.

- Interpersonal skills necessary to develop and maintain effective and appropriate working relationships with visitors, co-workers, and representatives of other agencies.

**CONDITIONS OF EMPLOYMENT**

A background check may be required initially and periodically for an individual hired, transferred, reclassified, promoted, or currently working in this job. Appointment to or continued employment in this job is contingent upon a satisfactory background check which may include but is not limited to: confirmation of a persons' identity; review of criminal conviction records; verification of educational degree, license, or certificate required for the position; review of Department of Motor Vehicles records; Department of Justice fingerprint scan; and/or drug and alcohol testing as required and allowable by law. A satisfactory background check is defined as the absence of a criminal history record which bears a demonstrable relationship to the applicant's or employee's suitability to perform the required duties and responsibilities of the position.

**PHYSICAL DEMANDS, WORK ENVIRONMENT, AND OTHER REQUIREMENTS**

The physical demands and work environment characteristics described are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is performed in an office environment.
- May be required to lift/move up to 50 pounds.
- May be required to reach with hands and arms, sit, stand, talk and hear, use hands to fingers, handle, or feel.

---

Employee Signature

---

Date



## Employment Application

### Applicant Information

Full Name: \_\_\_\_\_ Date: \_\_\_\_\_  
*Last First M.I.*

Address: \_\_\_\_\_  
*Street Address Apartment/Unit #*

\_\_\_\_\_ *City State ZIP Code*

Phone: \_\_\_\_\_ Email \_\_\_\_\_

Date Available: \_\_\_\_\_ Social Security No.: \_\_\_\_\_ Desired Salary: \$ \_\_\_\_\_

Position Applied for: \_\_\_\_\_

Are you a citizen of the United States? YES  NO  If no, are you authorized to work in the U.S.? YES  NO

Have you ever worked for this company? YES  NO  If yes, when? \_\_\_\_\_

Have you ever been convicted of a felony? YES  NO

If yes, explain: \_\_\_\_\_

### Education

High School: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES  NO  Diploma: \_\_\_\_\_

College: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES  NO  Degree: \_\_\_\_\_

College: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES  NO  Degree: \_\_\_\_\_

## References

*Please list three professional references.*

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

## Previous Employment

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ Starting Salary:\$ \_\_\_\_\_ Ending Salary:\$ \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference?      YES      NO  
        

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ Starting Salary:\$ \_\_\_\_\_ Ending Salary:\$ \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference?      YES      NO  
        

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ Starting Salary:\$ \_\_\_\_\_ Ending Salary:\$ \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference?      YES      NO  
        

**Military Service**

Branch: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Rank at Discharge: \_\_\_\_\_ Type of Discharge: \_\_\_\_\_

If other than honorable, explain: \_\_\_\_\_

**Disclaimer and Signature**

*I certify that my answers are true and complete to the best of my knowledge. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.*

*If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_