

Administrative Assistant III – Columbiaville, MI

Applications are required for consideration for this position. Resume submission alone is not an application for a position. An individual must complete our standard application form and provide proof of certificates and licenses required for the posted position. Resumes are accepted with applications.

Duties include: There is one opening for an Administrative Assistant III at Genesee County Water and Waste Services in Columbiaville, MI. **General statement of duties:** Provides secretarial support to the Division Director, Drain Commissioner and other Division administrators. Duties include, but are not limited to, serving as key administrative contact person, assisting individuals in person and over the phone, typing various forms/correspondence, and maintaining administrative Division files.

Applicants must meet the following minimum qualifications to be considered for an interview:

- High school diploma or equivalent plus additional coursework/training in office management, business or related area.
- Four to six years of related secretarial experience.
- Interpersonal skills necessary to provide courteous and accurate information to all levels of staff, customers, local municipalities, and others. The incumbent is also required to handle problem situations in a tactful, courteous and respectful manner.
- Written, typing and computer skills necessary for the creation and compilation of various documents, communications and reports. The incumbent is also required to utilize word processing, spreadsheet, and database software applications.
- Must have a valid Michigan driver's license and qualify to drive a Division vehicle in compliance with the Division Driver Policy.

Wage	Start	1 Year	2 Years	3 Years	4 years	5 Years	7 Years
Hourly	\$20.83	\$21.44	\$22.08	\$22.70	\$23.34	\$23.98	\$24.60

Application are mailed to:

Genesee County Water and Waste Services, G-4610 Beecher Road, Flint, MI 48532

Attn: Human Resources

Applications can be e-mailed to: hr@gcdcwws.com

Applications must either accompany or follow resume submission

Applicants must provide proof of minimum qualifications

Position posted until filled

NO PHONE CALLS EEO.



**GENESEE COUNTY DRAIN COMMISSIONER
DIVISION OF WATER & WASTE SERVICES
JOB DESCRIPTION**

JOB TITLE: **ADMINISTRATIVE ASSISTANT III**

DEPARTMENT: Various

REPORTS TO: Various

JOB SUMMARY:

Provides secretarial support to the Division Director, Drain Commissioner and other Division administrators. Duties include, but are not limited to, serving as key administrative contact person, assisting individuals in person and over the phone, typing various forms/correspondence, and maintaining administrative Division files.

PRIMARY DUTIES & RESPONSIBILITIES:

- Serves as key administrative contact person Division Executives and Managers Duties may include: screening visitors and telephone calls for the Division Director and assigned Managers, recording and relaying messages, and providing information and assistance; informs the Division Director of situations warranting further attention
- Types letters, correspondence, forms, reports and other documents which are often confidential in nature.
- Functions as a resource person to employees, customers, local municipalities and others providing information and assistance.
- Schedules meetings and special activities, coordinates arrangements for meetings/special activities, and assembles/prepares required materials; attends meetings and records meeting minutes as directed.
- Establishes and maintains an efficient filing system for a variety of records, reports, contracts, and general correspondence.
- May Input timekeeping information including data entry of scheduled time off and approved overtime hours worked and preparing related reports. Prepares reports and assists with timekeeping sign-offs
- Opens sorts and distributes incoming mail.
- Maintains confidentiality of documents and information received.

OTHER DUTIES & RESPONSIBILITIES:

- Provides secretarial and administrative support to other departments as needed.
- Performs other duties as assigned.

ADMINISTRATIVE ASSISTANT III

JOB QUALIFICATIONS:

- High school diploma or equivalent plus additional coursework/training in office management, business or related area.
- Four to six years of related secretarial experience.
- Interpersonal skills necessary to provide courteous and accurate information to all levels of staff, customers, local municipalities, and others. The incumbent is also required to handle problem situations in a tactful, courteous and respectful manner.
- Written, typing and computer skills necessary for the creation and compilation of various documents, communications and reports. The incumbent is also required to utilize word processing, spreadsheet, and database software applications.

MENTAL & PHYSICAL REQUIREMENTS:

- Mental ability to work on tasks requiring accuracy and attention to detail, adapt and respond to multiple priorities and demands, and positively deal with the concerns of customers.
- Physical ability to properly operate required office equipment and transport boxes of equipment supplies weighing up to 20 pounds.

OTHER REQUIREMENTS:

- Must have a valid Michigan driver's license and qualify to drive a Division vehicle in compliance with the Division Driver Policy

This job description is intended to describe the general nature and level of work being performed by a person assigned to this job. They are not to be construed as an exhaustive list of all job duties that may be performed by a person so classified.

Job Code	Job Number	FLSA Status	Workers Comp	Wage Level	U/NU	Revised
SRSTAT	029	Non-Exempt - Hourly	8810	4	NU	2006