

Name _____

Address: _____

INSTRUCTIONS TO APPLICANTS
for
Administrative Assistant Position

1. Please fill out the enclosed application form and attach a copy of your resume together with any additional documentation that you may wish to have considered with your application;
2. Applications will be screened down to approximately five (5) who will be contacted for an interview on February 27, 2019. Please do not continue to contact this office, as those who will be interviewed will be determined on the basis of the application and resume. Those interviewed may be required to demonstrate their proficiency at needed skills;
3. All applications must be returned to the County Administrator's Office by not later than 4:00 pm on February 14, 2019. Applications received after said date will not be considered, and;
4. Please type or neatly print your name and address on the spaces provided on this sheet, then staple this sheet and the remainder of this packet in the front left hand corner of your application and resume.

Fabian L. Knizacky
Administrator

EMPLOYMENT OPPORTUNITY

Administrative Assistant for Mason County

Mason County is seeking a qualified individual for a full-time Administrative Assistant position. Individuals applying for this position must possess general clerical skills, computer and typing related skills and be knowledgeable of accounting procedures and general record keeping. Persons interested in making application for this position may pick up a job application packet at the County Administrator's Office located in the Mason County Courthouse. Only those applications that are contained in the job application packet and returned not later than 4:00 p.m. on February 14, 2019 will be considered. The County of Mason is an Equal Opportunity Employer.

ADMINISTRATIVE ASSISTANT POSITION

This position currently works 28 hours a week for the Mason County Administrator's office and 12 hours a week for the Mason County Emergency Management Coordinator.

I. JOB DESCRIPTION – COUNTY ADMINISTRATOR'S OFFICE

The successful applicant will be responsible to the County Administrator for assisting in the delivery of the following constituent service functions within the Administrator's Office.

- A. Analyzes, organizes and performs office operations and procedures such as typing, accounting tasks, flow of correspondence, filing, requisition of supplies and other clerical services;
- B. Complies and analyzes financial information to prepare entries to accounts, such as general ledger accounts and prepares financial documents for the auditors and commissioners at the direction and subject to review by the County Administrator;
- C. Evaluates office production, recommends revision to procedures or devises new methods of improving the efficiency of the work flow;
- D. Establishes uniform correspondence procedures and style practices;
- E. Formulates procedures for systematic retention, protection, retrieval, transfer, and disposal of records;
- F. Prepares vouches, invoices and other records;
- G. Schedules appointments, takes dictation, composes and types correspondence, and performs other administrative and clerical duties;
- H. Prepares records such as notices, minutes and resolutions for the Board of Commissioners meetings for review and approval by the County Administrator;

- I. Assist in the planning of conferences;
- J. Composes and types reports, correspondence, application forms and other material;
- K. Files records and reports, post information to records, sorts and distributes mail and performs similar duties;
- L. Prepares basic accounting spreadsheets, computes amounts and checks total for accuracy;
- M. Locates and attaches appropriate file to correspondence to be answered by the County Administrator;
- N. Types labels or reports;
- O. Files correspondence and other records. Searches for and investigates information contained in files, inserts additional data on file records, completes reports, keeps files current, and supplies information file data or removes file upon request;
- P. Answers telephone, takes messages and gives information to callers or routes call to appropriate officials and places outgoing calls;
- Q. Schedules appointments and meetings for the County Administrator. Arranges travel schedule and reservations;
- R. Greets visitors, ascertains nature of business, and conducts visitors to County Administrator or appropriate person;
- S. Assists in the ordering of office supplies and equipment;
- T. Addresses envelopes or packages. Stuffs and seals mail by hand. Delivers to postal box or office;
- U. Records minutes of staff, committee or board meetings;
- V. Makes copies of correspondence or other printer matters;
- W. Reads instructions accompanying material, or follows verbal instructions from supervisor or person requesting document, to determine format desired, number of copies needed and priority and other requirements of typing material;
- X. Types and revises material such as correspondence, reports, statistical tables, addresses, and forms, from rough draft, corrected copy, recorded voice dictation, or previous version displayed on computer screen;
- Y. Performs or coordinates all necessary work to keep the office of the County Administrator looking professional and neat;
- Z. Perform other duties as may be assigned by the County Administrator.

I. JOB DESCRIPTION – EMERGENCY MANAGEMENT COORDINATOR’S OFFICE

The successful applicant will be responsible to the County Emergency Management Coordinator for assisting in the delivery of emergency management services, such as:

- A. Analyzes, organizes, and performs office operations and procedures such as typing, accounting tasks, flow of correspondence, filing, copying, requisition of supplies and other clerical services;
- B. Compiles and analyzes financial information to prepare account reports and budgets, grant submittal documentation, and other grant fiduciary reports;
- C. Evaluates office procedures and recommends revision to procedures or devises new methods of improving the efficiency of the work flow;
- D. Maintains procedures for record retention, protection, retrieval, transfer, and disposal according to local, State, and Federal guidelines;
- E. Prepares vouchers, invoices, notices, minutes, agendas, resolutions, and other records;
- F. Assists in the planning, coordinating logistical arrangements, and execution of meetings, conferences, trainings, and exercises;
- G. Prepare grant application, agreements, and other related documentation;
- H. Uses telephone and email to correspond with external stakeholders and the public in a professional and courteous manner;
- I. Assists in the procurement of office supplies and grant equipment;
- J. Assists in preparing mail and packages and stay up to date with current postal rates and regulations;
- K. Record and compose meeting minutes as directed by the Emergency Management Coordinator;
- L. Reads and follows appropriate instructions and/or guidelines, written or verbal, for completing assigned tasks;
- M. Performs or coordinates all necessary work to keep the offices of the County Emergency Management Coordinator looking professional and neat;

- N. Assists with preparation and submittal of any required quarterly, annual, or special financial work reports or forms to assure that Mason County qualifies for federal or state reimbursement;
- O. Assist in maintaining and implementing various emergency management related plans, documents, assessments, and procedural guides;
- P. Attend educational and training classes, seminars, or conferences pertaining to Emergency Management and assigned job duties;
- Q. Become proficient in relevant web-based reporting systems as required by State and Federal entities;
- R. Assist in preparing and delivering local educational preparedness activities to the public;

II. JOB QUALIFICATIONS AND PREREQUISITES:

To perform the job successfully, an individual must be able to perform each essential duty satisfactorily. The successful applicant for this position should possess, at minimum, the following:

- A. Personal initiative and the ability to effectively plan and organize work;
- B. Ability to work independently as well as with others in a positive manner;
- C. Ability to deal with the general public in a helpful and pleasant manner;
- D. Proficient in the use of a computer and digital technologies;
- E. An associate's degree in a business or emergency management related field from an accredited institution or a minimum of three (3) years' experience in a related field. Education and/or work related experience is highly desirable in the following areas: general clerical duties, federal and state grants, crisis response, accounting, bookkeeping and/or computers;
- F. Ability to operate and utilize the following equipment: telephone system; facsimile (fax); electronic typewriter; computer system including, but not limited to, word processing, spreadsheet and database programs, photocopier; optical scanner, GIS software, and document binder; and;
- G. Ability to pass the standard County physical examination. This examination will be a condition of employment;
- H. Ability to pass the standard County background check which will be a condition of employment;
- I. Possess accurate and detailed record keeping skills;
- J. Ability to work independently as well as with other

LANGUAGE SKILLS:

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS:

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. The ability to apply concepts of basic algebra and geometry.

REASONING ABILITY:

Ability to define problems, collect data, establish facts and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

CERTIFICATES, LICENSES, REGISTRATIONS:

Valid Michigan Driver's License with a good driving record.

OTHER SKILLS AND ABILITIES:

Proficiency in the use of Microsoft Office 2016 Suite software is desired.

Ability to become proficient in the use of Microsoft Office 2016 Suite software is required within four months of date of hire.

Proficiency in retrieving financial data from the BS&A Computer is desired.

Ability to become proficient in retrieving financial data from the BS&A accounting software is required within four months of date of hire.

Excellent/detailed record keeping necessary.

Ability to manage confidential information.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel objects, tools, or controls; and talk or hear. The employee is occasionally required to stand, walk, reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl.

The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

The ability to operate radio and other communication equipment.

WORK ENVIRONMENT:

While performing the duties of this job, the employee occasionally works near moving mechanical parts and in outside weather conditions. The noise level in the work environment is usually low, with occasional to moderate or high levels. The employee typically works in an office and could travel to sites throughout the County; however, the employee may be exposed to various types of disaster conditions throughout the course of their employment. The employee typically works a traditional weekday schedule of 40 hours per week; however, special circumstances may require the adjustment of scheduled time to evenings and/or weekends.

III. JOB COMPENSATION AND BENEFITS

This Administrative Assistant position is an at-will county position subject to the County Handbook Policy and other rules governing full-time employees adopted by the Mason County Board of Commissioners. There will be a six (6) month introductory period. At present, hours, compensation and benefits include, but are not limited to, the following:

A. Hour of work are Monday thru Friday, 8:00 a.m. to 5:00 p.m. with a one (1) hour lunch period, except for holidays;

B. Current compensation schedule for 2019 is:

Start	\$15.51
Satisfaction plus 6 months	\$15.72
Satisfaction plus 1 year	\$16.01
Satisfaction plus 2 year	\$16.59
Satisfaction plus 3 year	\$17.60
Satisfaction plus 4 year	\$18.81

C. Present benefits include, but are not limited to: employer paid vacation, holidays, sick days, retirement, health insurance with premium co-pay, life insurance, and dental/optical/hearing reimbursement.

Dental/optical/hearing reimbursement is \$1,200.00 for 2019 and is subject to a maximum accrual of \$1,800.00

Application For Employment

We consider applicants for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, the presence of a non-job-related medical condition or handicap, or any other legally protected status.

(PLEASE PRINT)

Position(s) Applied For		Date of Application
How Did You Learn About Us?		
<input type="checkbox"/> Advertisement	<input type="checkbox"/> Friend	<input type="checkbox"/> Walk-In
<input type="checkbox"/> Employment Agency	<input type="checkbox"/> Relative	<input type="checkbox"/> Other _____
Last Name	First Name	Middle Name
Address	Number	Street
		City
		State
		Zip Code
Telephone Number(s)		Social Security Number

If you are under 18 years of age, can you provide required proof of your eligibility to work? Yes No

Have you ever filed an application with us before? Yes No

If Yes, give date _____

Have you ever been employed with us before? Yes No

If Yes, give date _____

Are you currently employed? Yes No

May we contact your present employer? Yes No

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status? Yes No

Proof of citizenship or immigration status will be required upon employment.

On what date would you be available for work? _____

Are you available to work: Full Time Part Time Shift Work Temporary

Are you currently on "lay-off" status and subject to recall? Yes No

Can you travel if a job requires it? Yes No

Have you been convicted of a felony within the last 7 years? Yes No

Conviction will not necessarily disqualify an applicant from employment.

If Yes, please explain _____

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

Education

	Elementary School					High School				Undergraduate College / University				Graduate / Professional			
School Name and Location																	
Years Completed	4	5	6	7	8	9	10	11	12	1	2	3	4	1	2	3	4
Diploma / Degree																	
Describe Course of Study																	
Describe any specialized training, apprenticeship, skills and extra-curricular activities																	
Describe any honors you have received																	
State any additional information you feel may be helpful to us in considering your application																	

Indicate any foreign languages you can speak, read and / or write			
	FLUENT	GOOD	FAIR
SPEAK			
READ			
WRITE			

List professional, trade, business or civic activities and offices held.
You may exclude memberships which would reveal sex, race, religion, national origin, age, ancestry, or handicap or other protected status:

References

Give name, address and telephone number of three references who are not related to you and are not previous employers.

1. _____

2. _____

3. _____

Have you ever had any job-related training in the United States military?
 Yes No

If Yes, please describe _____

Are you physically or otherwise unable to perform the duties of the job for which you are applying?
 Yes No

Employment Experience

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, handicap or other protected status.

1.	Employer		Dates Employed		Work Performed
			From	To	
	Address				
	Telephone Number(s)		Hourly Rate/Salary		
			Starting	Final	
	Job Title	Supervisor			
	Reason for Leaving				
2.	Employer		Dates Employed		Work Performed
			From	To	
	Address				
	Telephone Number(s)		Hourly Rate/Salary		
			Starting	Final	
	Job Title	Supervisor			
	Reason for Leaving				
3.	Employer		Dates Employed		Work Performed
			From	To	
	Address				
	Telephone Number(s)		Hourly Rate/Salary		
			Starting	Final	
	Job Title	Supervisor			
	Reason for Leaving				
4.	Employer		Dates Employed		Work Performed
			From	To	
	Address				
	Telephone Number(s)		Hourly Rate/Salary		
			Starting	Final	
	Job Title	Supervisor			
	Reason for Leaving				

If you need additional space, please continue on a separate sheet of paper.

Special Skills and Qualifications

Summarize special job-related skills and qualifications acquired from employment or other experience.

Applicant's Statement

I certify that answers given herein 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.

This application for employment shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.

Signature of Applicant

Date

FOR PERSONNEL DEPARTMENT USE ONLY

Arrange Interview Yes No

Remarks _____

INTERVIEWER DATE

Employed Yes No Date of Employment _____

Job Title _____ Hourly Rate/
Salary _____ Department _____

By _____
NAME AND TITLE DATE

NOTES

Employment Data Record

Employees are treated during employment without regard to race, color, religion, sex, national origin, age, marital or veteran status, medical condition or handicap, or any other legally protected status.

As an employer with an Affirmative Action Program, we comply with government regulations, including Affirmative Action responsibilities where they apply.

The purpose for this Data Record is to comply with government record keeping, reporting, and other legal requirements. Periodic reports are made to the government on the following information. The completion of this Data Record is optional. If you choose to volunteer the requested information please note that all Data Records are kept in a Confidential File and are not a part of your Application for Employment or personnel file. **Please note: YOUR COOPERATION IS VOLUNTARY. INCLUSION OR EXCLUSION OF ANY DATA WILL NOT AFFECT ANY EMPLOYMENT DECISION.**

FOR POST HIRE USE ONLY DETACH HERE

VOLUNTARY SURVEY

(Please Print)

Date _____

Government agencies at times require periodic reports on the sex, ethnicity, handicap, veteran and other protected status of employees. This data is for statistical analysis with respect to the success of the Affirmative Action program. **SUBMISSION OF THIS INFORMATION IS VOLUNTARY.**

Name		
Address		
City	State	Zip
Social Security No.		

Complete Only The Sections Below That Have Been Checked	
	Current Job
	Check One: <input type="checkbox"/> Male <input type="checkbox"/> Female
	Check One Of The Following: (Ethnic Origin) <input type="checkbox"/> White <input type="checkbox"/> Hispanic <input type="checkbox"/> American Indian/Alaskan Native <input type="checkbox"/> Black <input type="checkbox"/> Other <input type="checkbox"/> Asian/Pacific Islander
	Check If Any Of The Following Are Applicable <input type="checkbox"/> Vietnam Era Veteran <input type="checkbox"/> Disabled Veteran <input type="checkbox"/> Handicapped Individual
	Birthdate