

Name\_\_\_\_\_

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

INSTRUCTIONS TO APPLICANTS  
**for**  
**Part-Time Administrative Assistant Position**

1. Please fill out an 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. Please do not 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 physically returned to the Emergency Management office or submit electronically to [emergencymanagement@masoncounty.net](mailto:emergencymanagement@masoncounty.net) 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 upper left hand corner of your application and resume.

## **EMPLOYMENT OPPORTUNITY**

### **Part-time Administrative Assistant for Mason County Emergency Management**

Mason County Emergency Management is seeking a qualified individual for a part-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 from our website (<https://www.masoncounty.net/departments/emergency-management/open-positions.html>) or request an electronic application packet from [emergencymanagement@masoncounty.net](mailto:emergencymanagement@masoncounty.net). The County of Mason is an Equal Opportunity Employer.

### **ADMINISTRATIVE ASSISTANT POSITION**

This position will work 15 hours a week for the Mason County Emergency Management Coordinator.

### **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 stays 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); 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 others

**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:**

Proficient in the use of Microsoft Office, including Word, Excel, Outlook, and Publisher, is desired.

Ability to become proficient in the use of Microsoft Office 2016 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 25 pounds and occasionally lift and/or move up to 45 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 weekday schedule; 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 part-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 15 hours per week. Scheduled days may vary.
- B. Current compensation for 2024 is:  
Start \$16.06
- C. Present benefits include to: FICA, Worker's Compensation, Unemployment.

# 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?

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

Yes  No

On what date would you be available for work? \_\_\_\_\_

Are you available to work:  Full Time  Part Time  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 seven (7) years?  Yes  No

*Conviction does not necessarily disqualify an applicant from employment.*

If Yes, please explain:

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

## Education

	Middle School			High School				Undergraduate College/University				Graduate/ Professional			
School Name and Location															
Years Completed	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
	Address		From	To	
	Telephone Number(s)		Hourly Rate/Salary		
	Job Title	Supervisor	Starting	Final	
	Reason for Leaving				
2.	Employer		Dates Employed		Work Performed
	Address		From	To	
	Telephone Number(s)		Hourly Rate/Salary		
	Job Title	Supervisor	Starting	Final	
	Reason for Leaving				
3.	Employer		Dates Employed		Work Performed
	Address		From	To	
	Telephone Number(s)		Hourly Rate/Salary		
	Job Title	Supervisor	Starting	Final	
	Reason for Leaving				
4.	Employer		Dates Employed		Work Performed
	Address		From	To	
	Telephone Number(s)		Hourly Rate/Salary		
	Job Title	Supervisor	Starting	Final	
	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.

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# Applicants 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 \_\_\_\_\_  
\_\_\_\_\_

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 of 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.

## VOLUNTARY SURVEY

(Please Print)

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

Government agencies at times requires 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 <input type="checkbox"/> Other
	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

FOR POST HIRE USE ONLY

FOR PERSONNEL DEPARTMENT USE ONLY

Position(s) Applied For Is Open:

Yes

No

Position(s) Considered For:

\_\_\_\_\_

\_\_\_\_\_

Date \_\_\_\_\_

**NOTES:**