

## **Ogemaw County Administrative Secretary**

Ogemaw County seeks qualified candidates for the position of Administrative Secretary. Under direction of the County Administrator, the successful candidate will be asked to provide a variety of secretarial support services including typing correspondence, reports, and other documents, preparing agendas and taking minutes at various meetings, coordinating large mailings, answering telephones, and maintaining office filing systems. A complete job description can be found on the Ogemaw County web page ([www.ocmi.us](http://www.ocmi.us)). Compensation for this full-time position includes an entry level wage of \$16.20 per hour, health insurance with dental and vision coverage, and defined contribution retirement benefit. Apply on line at <https://ocmi.seamlessdocs.com/f/AdminSecretary>. Position open until filled.