

## **NOTICE**

A Court/Clerical position is available in the office of the Ogemaw County Clerk. Hourly rate of pay and fringe benefits are governed by union contract. Position is full time (35 hours per week) from 8:30 a.m. - 4:30 p.m. Monday through Friday. Minimum qualifications are: general computer skills, knowledge of Microsoft Office, good communication skills, knowledge of court procedures as well as a general understanding of civil and criminal laws and the ability to perform in a fast-paced, challenging work environment.

Applicants must submit resume in person to Ogemaw County Clerk's Office, 806 West Houghton Avenue, Suite 101, West Branch, Michigan by 4:00 p.m. on Monday, October 29, 2020. Please note on envelope "Court/Clerical Position Vacancy".