

NOTICE

The Ogemaw County Clerk's office is seeking qualified applicants for a full-time Human Resources/Financial position. The qualified applicant should have excellent communication skills and experience in Human Resources, Payroll Processing, Accounts Payable, Accounting, Microsoft Office, and the ability to perform in a fast-paced, challenging work environment. Hourly rate of pay and fringe benefits are available upon request.

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 19, 2020. Please note on envelope "HR/Financial Position Vacancy".