

May 23, 2013

INTERNAL JOB POSTING

**95-B District Court Probation Department
Full-Time Secretarial Position Available**

Internal Post Date: May 23, 2013

End Date: June 6, 2013

Hire Rate: \$14.109/hr.

Maximum Rate: \$16.268/hr.

Must be able to perform a wide variety of secretarial responsibilities in a professional office setting and must have excellent computer skills. Prior legal office experience preferred. Job responsibilities include but are not limited to preparation and filing of legal forms and documents, effective communication with probationers and the public, processing case files, and data entry.

Resumes, references and cover letters must be submitted by Friday, June 7, 2013 to the Hon. Christopher S. Ninomiya, P.O. Box 609, Iron Mountain, MI 49801.

Dickinson County is an Equal Opportunity Employer.