

## ADMINISTRATIVE ASSISTANT EQUALIZATION

Dickinson County Equalization Department is accepting applications for the part-time position of Administrative Assistant. This position is responsible for the following: recording and maintaining all records received from the Clerk's office; understanding of Word and Excel; processing of accounts receivables and payables; processing Real Property Statements, scanning and attaching documents to parcels/e-mails; assisting the public with questions; directing calls and messages; completing correspondence and necessary documentation when requested. Property tax assessing knowledge preferred but not required. Starting rate is \$16.051/hour with 25 hours per week. Interested applicants should submit a letter of interest and resume with references to Dickinson County Equalization Director Matthew Baumgartner, Dickinson County Courthouse, PO Box 609, Iron Mountain, MI 49801 by November 13, 2020.

Dickinson County is an Equal Opportunity Employer