



TITLE: Administrative Assistant
ORGANIZATION: Iron County
LOCATION: Crystal Falls, Michigan

ADMINISTRATIVE ASSISTANT. Iron County, Michigan (population 11,400) seeks a full-time Administrative Assistant in Crystal Falls. In this role, you are thoughtful, make logical decisions and embrace contributing to the daily operation of County business while maintaining the highest level of quality, accuracy and professionalism.

The Administrative Assistant, under the supervision of the County Administrator, performs intermediate managerial work, often of a sensitive and/or confidential nature, to support the various needs of the Board of Commissioners and Administrator. This position will be the primary role in processing payroll from start to finish along with supporting the human resource and administrative needs of the County.

COMPENSATION. \$17.75 - \$19.75 per hour, based on experience.

BENEFITS OFFERED. Comprehensive benefit package including health, dental, vision, and prescription drug coverage; an HRA; paid holiday, vacation, and sick days; participation in the Municipal Employees' Retirement System.

WHAT YOU NEED TO BE SUCCESSFUL.

- 3 years' experience processing payroll from start to finish, required. Experience with BS&A software, a bonus.
- Experience working in Human Resources; Professional in Human Resources Certification (PHR), desired.
- Ability to maintain confidentiality in the workplace.
- Ability to maintain HRIS and personnel files.
- Ability to respond to Freedom of Information Act requests.
- Ability to interpret, respond to and maintain County policies, procedures, handbooks, collective bargaining agreements.
- Professional appearance and presentation, required.
- Ability to maintain/promote a positive attitude and work environment.
- Flexible, adaptable, independent, and motivated team player who will ensure the County provides top-notch service to all residents, customers and employees.
- Working knowledge of Microsoft Office software (Word, Excel and Outlook), required.
- Reliable transportation, required.
- A collaborative style that makes you an asset to our team.
- Unrestricted right to work in the United States, required.

NO PHONE CALLS OR WALK-INS PLEASE.

APPLY ONLINE AT <https://ironcounty.sdsjobs.com>

LEARN MORE ABOUT IRON COUNTY AT <http://ironmi.org>