



MONTMORENCY COUNTY, MICHIGAN

Date: 5/21/2024
TO: Montmorency County Tribune
FROM: County of Montmorency Controller
Subject: Classified Ad Veterans Service Part-Time Admin Assistant Job Posting

Montmorency County Veterans Service Office Part-time Administrative Assistant

The Montmorency County Veterans Service Department has an opening for a part-time Administrative Assistant.

The Administrative Assistant will work with the Veterans Service Officer and be responsible for administration of grant documents, reports, and voucher documents. This position will also collaborate with the County Controller in the monitoring and tracking of department budgets. Miscellaneous office duties as needed by the Veterans Service Officer will be included, such as filing and responding to telephone communications. This position will entail a work schedule of up to 24 hours per week, scheduled days to attain hours to be determined, and may include 1-2 hours per Veteran Outreach event during various times of the year.

To be considered for this position, a qualified candidate must possess knowledge of budgeting, proficiency in accounting, spreadsheet and word processing software, keyboard skills, critical thinking, and problem-solving skill sets. Knowledge of Veterans Administration benefits and forms preferred. The Administrative Assistant must possess a high degree of integrity, ability to present a professional demeanor, and display a willingness to work with the public. Some training in VA Policy and Procedures due to sensitive materials and privacy may be required.

To apply, mail or email a resume and cover letter to:

County of Montmorency
Attn: Aprille Williamson County Controller
PO Box 789
Atlanta, MI 49709
awilliamson@montcounty.org

Deadline: June 7, 2024

For more information call the County Controller's Office at 989.785.8002 or visit our website at www.montcounty.org

