

JOB POSTING

COUNTY OF HILLSDALE
29 N HOWELL ST
HILLSDALE MI 49242

DEPARTMENT:

Nicolas L. Wheeler, Director
Hillsdale County Equalization & Land Information
nwheeler@co.hillsdale.mi.us

OPENING:

Clerk/Assistant Description Analyst, Full-Time Entry Level

GENERAL DUTIES:

Will perform a wide range of administrative duties and office support for the Equalization Office, including but not limited to:

- Answer phone, assist foot traffic customers, handle inquiries
- Receive and distribute daily mail
- General clerical duties such as copy, FAX, email, scan
- Reconcile daily cash receipts and Prepare monthly billing for Accounts Receivables
- Download, analyze and enter data and Prepare reports related to data entry
- Assist others in researching deeds, property descriptions and processing reports/map requests
- Assign and review property addresses within Hillsdale County

EDUCATION AND EXPERIENCE:

- High School Diploma or equivalent with course work in drafting, accounting, mathematics or related subjects. Must be familiar with computers and data entry.
- Michigan Certified Assessing Technician (MCAT) or experience in related field working towards certification as a Michigan Certified Assessing Technician (MCAT) is desirable.
- Computer skills and knowledge of relevant software such as BS&A's Equalizer Assessing Software, APEX Sketching Software and ESRI ArcGIS or similar GIS software is preferred.

COMPETENCIES:

- Excellent written and verbal communication skills
- Attention to detail and accuracy
- Ability to prioritize short and long term projects
- Organized and Self-motivated
- Flexibility and Adaptability
- Positive attitude and Pleasant demeanor

WAGES:

This is an S.E.I.U. position, level 5 with a wage range of \$10.74 to \$15.12 per hour; retirement and insurance after probationary period and vacation after one year of service.