

## Job Opening

Secretary to the Iosco County Board of Commissioners

This position performs secretarial duties relating to the Board of Commissioners (under the supervision of the new County Controller/Finance Director): prepares the board agenda, minutes, resolutions, handles liability insurance claims/renewals, etc. Non-union position, \$17.50 per hour. Full-time – 35 hours per week. Excellent fringe benefits. Applications are available at the Iosco County Clerk's Office, 422 West Lake Street, Tawas City (County Building) from 8:30 a.m. to 4:30 p.m. Closed for lunch from 12:30 p.m. to 1:30 p.m. A handwritten application MUST be completed to be considered. Resumes with handwritten application will be accepted until 4:00 p.m., September 3, 2021. No telephone calls, please.

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