

POSITION OPENING

Part-Time Receptionist/Admin. Asst. – Commissioners

RESPONSIBILITIES

Greet and assist visitors to the county, providing department information and directions.

Answer telephone and direct calls to appropriate person/department.

Open and sort mail, as appropriate.

Perform basic clerical duties (filing, sorting, special project support, etc.)

Assists various county departments with routine clerical work (labeling, organizing, filing, etc.)

Primary responsibility is to provide a positive county experience and direct citizens to the department locations to serve their needs.

REQUIREMENTS

High School Diploma or GED.

Basic clerical skills.

Good communication skills.

Send resume/application to Sue Hayden at shayden@dearborncounty.in.gov