



## Job Description

Title: Administrative Support/Clerical Staff

**Job summary:** Provide support in an administrative capacity. Responsible for all tasks associated with managing office projects and assignments with a high degree of accuracy and efficiency. This is a part-time position (approximately 20 hours per week).

**Essential Job Functions:** All duties connected to office projects and tasks as assigned by administration. Duties may include; office desk coverage, answering multi-line telephone, payroll, accounts payable, accounts receivable and insurance functions. Additional duties include coordination and processing of personnel files, food service reports and district news letter information. A professional and courteous demeanor is expected during all interaction with students, staff and parents.

### **Qualifications:**

- High school diploma or equivalent (GED)
- Associate Degree and/or minimum of two years experience in an administrative role is preferred
- Ability to project the highest level of professionalism and personal integrity
- Highly organized with exceptional time management skills
- Excellent communication skills (written & oral)
- Ability to take initiative and approach tasks with attention to detail and accuracy
- Knowledgeable in all Microsoft Office applications (Word, Excel, etc)
- Ability to work under pressure, meet deadlines & obtain results
- Customer focused and team oriented, possessing the ability to create and maintain positive relationships with students, staff and parents
- Ability to successfully pass all criminal background check(s)
- Must complete all required on-line training modules (GCN)

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

**Wages:**

Minimum starting wage of \$10.00 per hour  
401k option available

**Application Instructions:**

Please send resume, references and letter of interest to:

PCMI  
Attn: Chad Brown  
140 Kent Street  
Portland, MI 48875  
Fax: 517-647-7535

Or

[ChadBrown@PCMIServices.com](mailto:ChadBrown@PCMIServices.com)

Or

Drop off at:

North Dickinson County Schools  
W 6588 M69  
Felch, MI 49831  
Attn: PCMI