

ADMINISTRATOR'S OFFICE

301 N. Main Street ~ Adrian, MI 49221

www.lenawee.mi.us

CHERYL L. WHIPPLE
COUNTY ADMINISTRATOR



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MEMO

TO: Any Interested Party
FROM: Administrator's Office
DATE: November 16, 2009
SUBJECT: **JOB OPENING**

Please be advised that Lenawee County has the following job opportunity available:

ACCOUNT CLERK III – Individual needed by the Lenawee County Drain Commission to perform complex bookkeeping and accounting work in preparation of financial records and reports on various sewer and water systems and to perform other clerical duties as required.

Individual must exercise initiative and good judgment. Applicant must have graduated from an accredited high school with two to three years experience in bookkeeping and financial record keeping.

This is a full time, 37.50 hour a week non-union position with a starting annual rate of \$27,515.67 with a full fringe benefit package.

Applications may be obtained from the Lenawee County Administrator's Office or at www.lenawee.mi.us. Application deadline is **MONDAY, NOVEMBER 30, 2009.**

AN EQUAL OPPORTUNITY EMPLOYER

Apply to: Lenawee County Drain Commission
320 Springbrook
Adrian, MI 49221

CC:
Addison Senior Center
Adrian College
AFL-CIO Displaced Workers
Building & Grounds/Maint. Dept
Central Michigan University
Circuit Court
Circuit Court Probation
Community Action Agency
Community Mental Health Authority
County Clerk
County Airport
County Library
County Treasurer
Information Technology
Department of Human Services
Department on Aging
District Court
Drain Commission

Eastern Michigan University
Emergency Services
Equalization
Experience Works
Friend of the Court
Goodwill-LARC
Health Department
Hillsdale College
Jackson Community College
Lenawee Medical Care Facility
Lenawee Vocational Tech Center
Lenawee Transportation
Maurice Spear Campus
MDLEG/ESA-Veteran's Employment
Medical Examiners Office
MI Indian Employment & Training
Michigan State University
Monroe Community College

MSU Extension
Owens Community College
Printing & Purchasing
Probate Court
Prosecuting Attorney
Register of Deeds
Sheriff's Department
Sienna Heights University
Solid Waste
South Central Michigan Works
Telamon Corporation
Unemployment Agency
University of Toledo
University of Michigan
Veteran's Affairs
Washtenaw Community College
Wayne State University
Western Michigan University