

# ADMINISTRATOR'S OFFICE

301 N. Main Street ~ Adrian, MI 49221

[www.lenawee.mi.us](http://www.lenawee.mi.us)

CHERYL L. WHIPPLE  
COUNTY ADMINISTRATOR

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## MEMO

TO: Any Interested Party  
FROM: Administrator's Office  
DATE: February 9, 2010  
SUBJECT: **JOB OPENING**

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

**ADMINISTRATIVE CLERK** – Individual needed by Lenawee County Administrator's Office to prepare and maintain records and reports. Duties include, but are not limited to, accurate record keeping, typing, filing and telephone responsibility. Excellent interpersonal skills, multi-tasking and computer proficiency is required. Graduation from an accredited high school with secretarial experience of six (6) months to one (1) year.

This is a part time, 20 to 34 hour a week non-union position with a starting hourly rate of \$9.7357 and limited fringe benefits.

Applications may be obtained from the Lenawee County Administrator's Office or at [www.lenawee.mi.us](http://www.lenawee.mi.us). Application deadline is **FRIDAY, FEBRUARY 19, 2010.**

## AN EQUAL OPPORTUNITY EMPLOYER

**Apply to:** Lenawee County Administrator's Office  
301 North Main Street  
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  
Siena 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