

DELTA COUNTY

JOB POSTING

POSTING: Delta County is seeking qualified applicants for the position of temporary part-time **AIRPORT ADMINISTRATIVE CLERK.**

DUTIES: See attached job description

QUALIFICATIONS: High school diploma or equivalent required. Able to prepare and maintain records and reports including processing, reconciling, and filing of invoices, receipts and accounts payable. Working knowledge of office equipment. Able to lift 25 pounds and prolonged periods sitting at a desk and working on a computer.

HOURS: Up to 28 hours per week for a 4 month period.

PHYSICAL: Must be able to pass physical and drug screen.

SALARY: \$16.00-18.00 per hour depending on experience and qualifications

This position is open until filled.

Applications for the position of temporary part-time **AIRPORT ADMINISTRATIVE CLERK** will be accepted at the Delta County Administration Office, 310 Ludington St, Escanaba, MI 49829 or can be completed on the website [deltacountymi.gov](http://deltacountymi.gov).

DELTA COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

It is the County's policy not to discriminate  
against qualified handicapped individuals.

**DELTA COUNTY  
JOB DESCRIPTION  
AIRPORT ADMINISTRATIVE CLERK**

**Title:** Airport Administrative Clerk

**Classification:** Part-time, Temporary

**Department:** Delta County Airport

**Reports to:** Delta County Airport Manager

**Supervised by:** Delta County Assistant Airport Manager

**Revision Date:** December 7, 2023

**DUTIES:**

Provide clerical services for Delta County Office of Airport Administration by implementing administrative systems, procedures, and policies, including the processing, reconciling, and filing of invoices, cash receipts, and accounts payable.

Performs tasks as assigned by Airport Management, including various bookkeeping and clerical functions such as, but not limited to, telephone answering, typing, filings, posting, the collection of fees, and providing general information to the public.

**EXAMPLES OF WORK:**

- Files employee records, notification letters, attendance records, account statements, and other files when necessary
- Scans and digitizes physical files, including the uploading, organizing, and disseminating of electronic records.
- Directs and answers calls while responding to external and internal inquiries.
- Greets visitors and provides general Airport information.
- Assists in the preparation of monthly and quarterly reports
- Plus, other administrative duties as needed

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITY:**

- Ability to deal tactfully and interact with public officials, staff, and the general public.
- Ability to communicate clearly and effectively, both orally and in writing.
- Ability to speak effectively in a professional business environment.
- Ability to prepare and maintain records and reports, including the processing, reconciling, and filing of invoices, cash receipts, and accounts payable.
- Working knowledge of office equipment (i.e., copy machine, calculator, typewriter, fax machine, postage machine, computers, and computer programs including Excel and Microsoft Word, etc.).

MINIMUM QUALIFICATIONS:

1. High school diploma or equivalent required.
2. Ability to pass a work physical.
3. Must be able to lift 25 pounds.
4. Prolonged periods sitting at a desk and working on a computer.
5. Must be able to be bonded.