

**Dexter Township (Washtenaw County) has an immediate opening for an Administrative Assistant.** This is a part-time office position that requires excellent computer and interpersonal skills and ability to be bonded. The Administrative Assistant will work Wednesday, Thursday and Friday from 8:30 AM to 4:30 PM, but will also be required to work the occasional Monday and/or Tuesday when the Office Manager is absent, in addition to the regular days/hours.

The position is currently budgeted for 24 hours per week at a starting pay of \$14.45/hr, with an increase to \$16.90/hr, revised annually by Township Board Resolution, though starting pay may be revised, depending on qualifications. The position provides paid time off, but does not provide any other benefits. An increase in hours may be approved by the Township Board, as needed and justified. The full Job Description detailing additional information and requirements is available on request.

Letters of interest with resume should be sent to [supervisor@dextertownship.org](mailto:supervisor@dextertownship.org), or by mail to Harley B. Rider, Dexter Township Supervisor, 6880 Dexter-Pinckney Rd., Dexter, MI 48130.

Closing date: Open until filled.

Dexter Township is an equal opportunity employer.