



Kalamazoo County Consolidated Dispatch Authority



May 8, 2023

JOB POSTING – Administrative Assistant

Position Summary

Under the general supervision of the Deputy Director and Executive Director, performs a wide range of secretarial and administrative tasks as assigned to support the operations of the Dispatch Authority.

Minimum Requirements

Associate degree in business management or public administration or related field is preferred. A minimum of one (1) year of secretarial or business office experience. Experience should demonstrate writing skills, reporting skills, organizational skills, time management skills, professional interpersonal skills, good judgement, and prudence in maintaining security and confidentiality of network systems and information. Minimum of one (1) year Law Enforcement Information Network (LEIN) System experience is preferred.

The above serves as a summary of the position's duties and requirements. For a complete list of essential job functions, minimum qualifications, and required knowledge, skills, and abilities, please refer to the Administrative Assistant's job description on our website at www.kccda911.org.

Status: Full-Time/FLSA Non-Exempt

Approximate Start Date: August 7, 2023

Hourly Wage Scale: \$16.75 – \$20.57

Application Deadline: June 1, 2023 at 3:00 p.m.

Qualified applicants must submit the following items before the application deadline in order to be considered as having applied for the position(s):

KCCDA Application for Employment

Applications can be submitted electronically to cmccomb@kccda911.org or via postal service to the following address:

*Kalamazoo County Consolidated Dispatch
7040 Stadium Drive
Kalamazoo, MI 49009*

KCCDA is an equal opportunity employer