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**Administrative Assistant to the  
Montmorency County Board of Commissioners**

The Montmorency County Board of Commissioners is seeking applicants to fill the vacancy for:

Administrative Assistant to the Board

**GENERAL REQUIREMENTS:** High School graduate with experience in administration work or any equivalent combination of experience or training. A background in accounting and Human Resources preferred. Must have proficient computer skills in WORD, EXCEL and BS&A.

Copies of the job description and applications are available in the Board of Commissioners Office in the Courthouse. Job description available on County website at [www.montmorencycountymichigan.us](http://www.montmorencycountymichigan.us).

Applications and resumes must be submitted by 9:00 AM, August 23, 2021, to the Board Office. E-mail resume & cover letter : [ccross@montcounty.org](mailto:ccross@montcounty.org)  
Or mail to:

Montmorency County Board of Commissioners Office  
12265 M-32/PO Box 789  
Atlanta, MI 49709.

Don Edwards, Chairperson  
Montmorency County Board of Commissioners

**Montmorency County Board of Commissioners**

