



CHARLEVOIX COUNTY SHERIFF'S OFFICE

W.D. (Don) Schneider, Sheriff
Chuck Vondra, Undersheriff
Derek Gaylord, Jail Administrator

TRANSCRIPTIONIST/SECRETARY PART-TIME POSITION

At
Charlevoix County Sheriff's Office

Qualifications:

Proficient typing/transcription

Minimum 80 wpm

Computer skills

Windows, Microsoft Office/Excel

Telephone skills/personable

Confidentiality

Must clear criminal background check

Please fill out application on-line at Charlevoix County web site under Sheriff and turn into Sheriff's Office with a resume. Information on position may be obtained by calling Deb Storm at 547-4461.

A handwritten signature in black ink, appearing to be "W.D. Schneider", written over a horizontal line.

**W.D. (Don) Schneider
Sheriff**

WDS:djs