

JOB OPENING

PAYROLL CLERK/OFFICE ASSISTANT

DICKINSON COUNTY ROAD COMMISSION

The Dickinson County Road Commission is presently seeking a Permanent Full Time Payroll Clerk/Office Assistant. The position requires processing of timecard data, verify accuracy of entries and process payroll and all applicable reports. Qualifications include but not limited to, ability to deal with people effectively and courteously, Windows computer knowledge, including Microsoft word and excel, ability to formulate accurate written documents and general office operations. Wages based on experience and qualifications. A full job description can be found on the Road Commission website dickinsoncrc.com and Facebook page. Resumes will be accepted until May 15th, 2026.

Interested parties can email resume to katie@dickinsoncrc.com or drop off at the Road Commission offices at 1107 S. Milwaukee Ave., Iron Mountain, MI.