

Taney County Job Description - Mail Clerk/Circuit Clerk's Office

The Taney County Circuit Clerk's Office in Forsyth is seeking an applicant to work in the clerk's office and part time mail clerk.

We are seeking a motivated, honest and hardworking person that gets along well with others.

40 hours per week \$10.00 per hour

Definition:

Answering the phone and directing calls to appropriate individuals, customer service, basic computer knowledge in the Circuit Clerk's Office

Sorts, processes, handles and delivers mail and interoffice communications.

Operate electronic mailing machine.

Knowledge and Skill:

Some knowledge of office practices.

Some knowledge of County departments and locations.

Skill in organization.

Skill in providing customer service to Taney County employees, Post Office employees and the public.

Minimum Qualifications

High School Diploma or GED.

Must have valid Missouri Driver's License.

Applicants will be subject to a criminal background check and drug screening.

Applications/Resumes can be mailed to Brenda Neal, Circuit Clerk

P.O. box 335, Forsyth, MO. 65653

No later than May 25, 2012

No phone calls please.