

JOB POSTING

TITLE: Deputy Clerk, County Clerk's Office

This position will remain posted until 09/05/2014. (Two weeks).

SUMMARY OF JOB:

This position is a Part-Time position, working twenty-four (24) hours per week. The right candidate would perform duties in the County Clerk's Office as directed by the County Clerk.

ESSENTIAL DUTIES:

This position is responsible for data entry, filing, answering the phone and working with the public.

Keyboard experience is a must.

Knowledge of word and excel is a plus.

The right candidate must be able to, and willing to work 3 to 4 Saturdays per year. The right candidate must also be willing to work certain evenings throughout the year when needed.

The right candidate must be able to lift 50 lbs.

The right candidate must be able to handle a stressful environment with multiple deadlines.

REQUIREMENTS: High School Diploma or GED required. Must possess excellent oral and written communications skills.

LANGUAGE SKILLS: Ability to read and interpret documents. Ability to speak effectively before customers or employees. Must possess good phone skills. Excellent Customer Service is a must.

OTHER SKILLS AND ABILITIES: Must demonstrate an ability to work with others in the Office and with employees in all Offices or Departments. Must be a self-starter with good organizational skills.

BEGINNING WAGE: \$10.00 per hour.

Taney County is a Substance free, Equal Opportunity Employer (EOE). Contact Human Resources at 417-546-7237 for information. The County Application may be obtained through the Human Resources Department or printed off County website at taneycounty.org under the Human Resources Department.