

# **JOB POSTING**

## **TITLE: Deputy Clerk, County Clerk's Office**

**Date: 10/28/2014** Position will remain posted until Wed., 11/12/2014 @ 4:00 p.m. reserving the right to post longer if needed.

### **SUMMARY OF JOB:**

This position is a Full-time Position, working 30 to 40 hours per week in the County Clerk's Office. Must be able to work elections.

### **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 must.

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:** Must possess the ability to read and interpret documents. Must possess the ability to speak effectively with customers or employees. Must possess good phone skills. Must possess excellent Customer Service skills.

**OTHER SKILLS AND ABILITIES:** Must be a self-starter with good organizational skills. Must be detailed oriented. Must be able to follow directions. Must be able to work well with others in the Office and with all employees in all Offices or Departments.

**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](http://taneycounty.org) under the Human Resources Department.**