

JOB POSTING

TITLE: Retention Clerk, Recorder's Office

Date: 01/07/2015 Position will remain posted until Mon, 01/12/2015 at 10:00 a.m.

SUMMARY OF JOB:

The Recorder's Office is looking for the right applicant that can work up to 20 hrs. per week in Retention.

ESSENTIAL DUTIES: The employee will be entering data.

REQUIREMENTS: Looking for a college student that is able to work up to 20 hrs. per week. Flexible hours and days to work.

LANGUAGE SKILLS: Must possess the ability to read and interpret documents.

OTHER SKILLS AND ABILITIES: Must be a self-starter with good organizational skills. Must be detailed oriented. Must be able to follow directions.

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.