

JOB POSTING

TITLE: Deputy, Collector's Office

**Date Posted: 01/20/2015 Position will remain posted until Fri., 01/23/15 @ 9:00 a.m.,
reserving the right to post longer if needed.**

SUMMARY OF JOB:

This position is a Full-time position, working Monday through Friday, 40 hours per week.

ESSENTIAL DUTIES:

The right candidate for this position must have excellent customer service skill.

This position is responsible for data entry, filing, answering the phone. Keyboard experience is a must.

Knowledge of word and excel is a must.

The right candidate must be able to handle multiple deadlines.

Additional Duties will be assigned by the County Collector.

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. As stated above, 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.

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 the County website at taneycounty.org under the Human Resources Department.