

# **JOB POSTING**

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

**Date Posted: 04/01/2015** Position will remain posted until Fri., 04/10/15 @ 4:00 p.m., reserving the right to post longer if needed. If you are the right candidate for this position, please submit an application and/or resume to Human Resources or to the Collector of Revenue.

### **SUMMARY OF JOB:**

This position is a Part-time position, working Monday through Friday, 20 hours per week.

### **ESSENTIAL DUTIES:**

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

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.

**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.

**Pay:** \$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 the County website at [taneycounty.org](http://taneycounty.org) under the Human Resources Department.**