

JOB POSTING

TITLE: Clerical Position/Part time

Office: Juvenile Office

The Juvenile Office is seeking the right person to serve as part time clerk. If you are that person, please contact the Human Resources Department at 417-546-7285. This position will remain **posted until May 15 at 5:00 P.M.** (The juvenile office may extend the posting if necessary)

SUMMARY OF JOB:

This position is a Part-time position, working sixteen (16) hours per week. The right candidate would be responsible for clerical work as needed for the Juvenile Office.

ESSENTIAL DUTIES:

The individual we are looking for must have good knowledge of basic clerical duties, secretarial practices and procedures, good computer skills and the ability to establish and maintain effective working relationships with others.

REQUIREMENTS:

High School Diploma or GED required. Experience with the State of MO JIS system a plus.

LANGUAGE SKILLS:

Must have the ability to read and interpret documents and other reports in the Juvenile Office.

OTHER SKILLS AND ABILITIES:

Individual must demonstrate the ability to work with others in the department as well as employees in other departments. You must be a self-starter with good organizational skills. Other duties may be assigned as needed.

Beginning Wage: \$10.50-\$11.00 per hour with no benefits

Send Resumes and contact information to:

Taney County Human Resources, PO Box 703, Forsyth, MO 65653 or Fax 417-546-8900

Applications may be obtained through the Human Resources Department or printed off of the County website under the Human Resources Department.

Taney County is a Substance Free, Equal Opportunity Employer (EOE). Contact Human Resources at 417-546-7285 for information.