



2015 . 12 . 28

JOB POSTING

Taney County Clerk's Office – Office Clerk

JOB SUMMARY:

Needed energetic individual with good organizational skills, computer skills a plus, must be able to handle stressful situations.

Under the supervision of the County Clerk, the Office Clerk shall be responsible for performing all aspects of the position as assigned.

ESSENTIAL DUTIES:

- Respond to questions, prioritize requests regarding County records, notaries, voter registration, elections and taxes
- Data entry with confidentiality
- Ability to lift up to 50 pounds on occasion

REQUIREMENTS:

- High School Diploma or GED
- High level of organizational, communication, problem solving and grammar skills
- Ability to assist the general public
- Office experience and computer skills helpful, but not required

SALARY: \$10/hour. Benefits include: Employee medical and dental insurance paid, 12 holidays, and after one year of employment one week paid vacation and 3 personal days.

STATUS: Full time, 40 hours per week, as needed

This position will remain posted until filled.

Taney County is a substance free, Equal Employment Opportunity Employer (EEOE). Contact Human Resources at (417)546-7237 for information. Applications can be obtained at the Human Resources Department or online at www.taneycounty.org.