



2016 . 01 . 04

JOB POSTING

Taney County Circuit Clerk's Office – Court Clerk II

JOB SUMMARY:

Needed energetic individual with excellent organizational, communication, and computer skills.

ESSENTIAL DUTIES:

- data entry
- phone skills
- excellent customer service

COMPENSATION:

- \$12.03/hour
- This is a state paid job with benefits.

RESUMES MAY BE:

➤ **snail mailed to:**

↳ Beth Wyman Circuit Clerk, P.O. Box 129, Forsyth MO 65653

➤ **emailed to:**

↳ Beth.Wyman@courts.mo.gov.

This position will be posted until 5:00 pm on January 12, 2016

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.