



## **JOB POSTING**

### **Taney County Administrative Services Administrative Services Clerk**

This position will remain posted until November 25, 2016, 5:00 p.m.

#### **JOB SUMMARY:**

Under the supervision of the County Commission, the Administrative Services Clerk shall be responsible for all aspects of the minutes of the Commissioner's meetings.

#### **ESSENTIAL DUTIES:**

- Taking and transcribing the minutes for all meetings conducted by the Commission
- Assisting the Payroll/Accounts Payable Specialist with duties in Accounts Payable
- Answering calls in the Administrative Services Department
- Other duties as assigned

#### **REQUIREMENTS:**

- High School Diploma or GED
- High level of organizational, oral and written communication, problem solving and mathematical skills
- Ability to provide excellent customer service with tact and discretion
- Must be a self-starter with attention to detail and be experienced in handling highly confidential information in a discreet manner

**SALARY:** \$10/hour base, or higher, based on experience

**STATUS:** Full time, 40 hours per week

**Taney County is a substance free, Equal Employment Opportunity Employer (EEOE). Contact Human Resources at (417)546-7237 or [ruthd@co.taney.mo.us](mailto:ruthd@co.taney.mo.us) for information. Applications can be obtained at the Human Resources Department or online at [www.taneycounty.org](http://www.taneycounty.org).**