



## **JOB POSTING**

### **Taney County Public Administrator Clerk**

This position will remain posted until November 21, 2016, 5:00 p.m.

#### **JOB SUMMARY:**

Under the supervision of the Public Administrator, the Public Administrator Clerk shall provide assistance in all areas to the elected Public Administrator by assisting in the service to 15 counties; to include facilities and Wards of the Court.

#### **ESSENTIAL DUTIES:**

- Receiving calls for Guardianships and Conservatorships
- Assisting in preparation and filing of monthly reports and balancing ward bank statements
- Attending court hearings and care plan meetings, as needed
- Filing inventory and appraisals with the probate court
- Maintaining department files

#### **REQUIREMENTS:**

- High School Diploma or GED
- High level of organizational, oral and written communication, and mathematical skills
- Ability to provide excellent customer service
- Must enjoy working with people with disabilities

**SALARY:** \$10/hour

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

Taney County is a substance free, Equal Employment Opportunity Employer (EEOE). Contact Public Administrator at (417)546-7208 or [Carold@co.taney.mo.us](mailto:Carold@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).