



JOB POSTING

Taney County Deputy Clerk

This position will remain posted until filled.

JOB SUMMARY:

Under the supervision of the County Clerk, the Deputy Clerk shall perform various duties to assist in the operation of the Taney County Clerk's office.

ESSENTIAL DUTIES:

- Voter registration
- Notary oaths
- Taking, indexing and tracking of Commission meeting minutes
- Elections
- Maintaining department files

REQUIREMENTS:

- High School Diploma or GED
- Must be able to work well under stress
- Overtime is required during elections
- High level of organizational, oral and written communication, computer, and mathematical skills
- Ability to provide excellent internal and external customer service
- Attendance is key to performing the job
- Must be able to lift boxes up to 50 lbs.

SALARY: \$10/hour

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 for information. Applications can be obtained at the Human Resources Department or online at www.taneycounty.org.

