



JOB POSTING

Taney County Public Administrator Clerk

This position will remain posted until filled.

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, Conservatorships and Estates
- Assisting in preparation and filing of monthly reports and balancing ward bank statements
- Maintaining department files and utilizing discretion
- Proficient in the use of basic office equipment

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

Posting Date: _____

Initials: _____