



**JOB POSTING
DEPUTY CLERK
COUNTY CLERK'S
OFFICE**

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. This position requires the ability to frequently lift equipment and boxes that weigh up to fifty (50) pounds.

ESSENTIAL DUTIES:

- Voter registration
- Notary oaths
- Attend meetings, take notes or transcribe from recordings and prepare official 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, and computer skills
- Ability to provide excellent internal and external customer service
- Attendance is key to performing the job
- Must be able to frequently lift equipment and boxes that weigh up to fifty (50) pounds

SALARY: Negotiable

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 ruth.denham@co.taney.mo.us for information. Applications can be obtained at the Human Resources Department or online at www.taneycounty.org.

Posted: _____ Initials: _____