



JOB POSTING

CLERK

TANEY COUNTY PUBLIC ADMINISTRATOR

Applications will be accepted until the position is 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.

RESPONSIBILITIES AND 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

QUALIFICATIONS AND SKILLS

- 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: \$ 11.00 per hour

STATUS: Full Time, 40 hours per week

Taney County is a substance free, Equal Employment Opportunity Employer (EEOE).

Applications can be obtained at www.taneycounty.org.

For information, please call (417) 546-7285.

Posted: July 22, 2020 Initials: DM