



**JOB POSTING  
TRAFFIC CLERK/  
RECEPTIONIST  
PROSECUTING  
ATTORNEY'S OFFICE**

**Applications will be accepted until position is filled.**

**The Taney County Prosecuting Attorney's Office is accepting applications for the position of Traffic Clerk/ Receptionist**

**ESSENTIAL DUTIES**

- Proficiency in communicating, listening and understanding
- High efficiency in multitasking to achieve a productive workflow
- Excellent customer service while serving all callers and visitors in the reception area
- Continual update of court reports and discovery
- Process mail and data entry

**REQUIREMENTS**

- Knowledge in various software programs, to include Microsoft Office
- Karpel (prosecutor's software program) is a plus.
- High school diploma or GED with one year related experience
- Time management and confidentiality skills are vital
- Must be able to pass a background check and drug test

**PLEASE INCLUDE THE FOLLOWING IN YOUR APPLICATION SUBMITTAL**

- Resume
- Cover letter
- References (can be incorporated into the above)

**SALARY/BENEFITS:** \$13.00/hourly. Health and retirement benefits package are provided by employer.

**STATUS:** Full time

**Taney County is a substance free, Equal Employment Opportunity Employer (EEOE). Contact Human Resources at (417)546-7237 for information. Applications can be obtained at the Human Resources Department or online at [www.taneycounty.org](http://www.taneycounty.org).**

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