



JOB POSTING

RECEPTIONIST / CLERK

PROSECUTING ATTORNEY

Applications accepted until position filled

JOB SUMMARY

The Taney County Prosecuting Attorney's Office is accepting applications for the position of 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 / hour

Health & retirement benefits package are provided by employer

STATUS: Full time; Monday-Friday

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

Applications available from the HR Dept. or online at www.taneycounty.org.

Contact Human Resources at (417) 546-7237 for information.

Posted: Jan 6, 2023

Initials: DM