



JOB POSTING

Part Time Clerk

Public Administrator Office

This position will remain posted until filled.

JOB SUMMARY:

Under the supervision of the Public Administrator, the Part Time Clerk shall provide assistance in all areas to the elected Public Administrator.

ESSENTIAL DUTIES:

- Receiving calls for Guardianships, Conservatorships and Estates
- Process incoming and outgoing mail
- Computer use with programs such as Word, Excel, Docuware and Estate Management
- Maintaining department files and confidentiality
- 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 and have exceptional phone etiquette
- Must enjoy working with people with disabilities

SALARY: \$12.50/hour (with 90 day evaluation for increase)

STATUS: Part Time, 18-20 hours per week

**Taney County is a substance free, Equal Employment Opportunity Employer (EEOE).
For information, please call 417-546-7285. Applications can be obtained at the
Human Resources Department or online at www.taneycounty.org.**

Posting Date: Feb 9, 2023

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