



JOB POSTING

Office Clerk

TANEY COUNTY ROAD & BRIDGE

Applications will be accepted until the position is filled.

JOB SUMMARY:

Perform clerical and administrative work for the Road & Bridge Department under the direction of the Road & Bridge Administrator

RESPONSIBILITIES AND DUTIES

- Answer Phone, prepare office correspondence
- Complete letters as needed
- Responsible for Line Locates
- Prepare work orders in Cartegraph
- Type requisitions
- Keep current and accurate records in the inventory system
- Order Supplies
- Other Duties may be assigned

QUALIFICATIONS AND SKILLS

- High School Diploma or GED
- Ability to use basic office equipment
- Organized
- Detail orientated
- Work as a team and independently
- Good at Multi-tasking
- Be Punctual

SALARY: \$15.00

STATUS: Monday-Friday; 8:00 AM-5:00 PM

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.