



## JOB POSTING

# Receptionist/Clerk

Prosecuting Attorney

The Taney County Prosecuting Attorney's Office is accepting applications for a full-time Receptionist / Clerk.

### ESSENTIAL DUTIES

- Proficiency in communicating, listening, and understanding
- Efficient multitasking to achieve a productive workflow
- Excellent customer service while serving all callers and visitors in the reception area
- Mail processing
- Data entry

### REQUIREMENTS

- High school diploma or GED with one year related experience
- Knowledge in various software programs, including Microsoft Office and Adobe Acrobat
- Effective time management
- Must be able to pass a background check and drug test
- Experience with Karpel (prosecutor's software program) is preferred, but not required

### PLEASE INCLUDE THE FOLLOWING IN YOUR APPLICATION SUBMISSION

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

### SALARY/BENEFITS:

- \$16.00 per hour
- Health and retirement benefits packages are provided by Taney County

Applications will be accepted until position is filled.

Taney County is a substance free, Equal Employment Opportunity Employer (EEOE).  
Applications can be obtained at the Human Resources Department or electronically online at  
[www.taneycounty.org](http://www.taneycounty.org).

Additionally, please email applications and supporting documents to [Melinda.Burkhart@taneycountymo.gov](mailto:Melinda.Burkhart@taneycountymo.gov)  
and [Debbi.Watson@taneycountymo.gov](mailto:Debbi.Watson@taneycountymo.gov).