



# **JOB POSTING**

## **PART TIME/TEMPORARY CLERK**

### **TANEY COUNTY CLERK**

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

#### **JOB SUMMARY:**

A deputy clerk to provide temporary office assistance now through the November General Election.

#### **RESPONSIBILITIES AND DUTIES**

- Filing
- Answering phones
- Move and Haul equipment
- Assist with preparing supplies
- Prepare outgoing mail and process incoming mail
- Organize

#### **QUALIFICATIONS AND SKILLS**

- High School Diploma or GED
- Ability to use basic office equipment
- Familiar with Microsoft Office
- Good with numbers and problem-solving
- Organized
- Detail orientated
- Work independently and with a team.
- Ability to lift up to 45 – 50 pounds
- Good customer service skills
- Be able to pass a background check as well as pre-employment screening

**SALARY:** \$ 14.50

**STATUS:** Full Time; No more than 1000 hours per year

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

**Applications can be obtained at [www.taneycounty.org](http://www.taneycounty.org).**

**For information, please call (417) 546-7285.**