

MUSKINGUM COUNTY POSITION OPENING ANNOUNCEMENT

DATE: July 9, 2018

DEPARTMENT: Muskingum County Commissioners

POSITION TITLE: Deputy Clerk

STATUS: Fulltime – 40 hours/week

RATE: \$12-\$14/per hour
(Dependent upon Experience/Qualifications)

DEADLINES: Inside/Outside applicants: July 16, 2018
(Applications and/or resumes received or postmarked after deadline will not be considered.)

QUALIFICATIONS:

- *Knowledge of Computer applications including Microsoft Word/Excel programs.
- *Experience in Accounts Receivable and Accounts Payable
- *Experience in Customer Service and working with Public
- *Good organizational skills with attention to detail and ability to multi-task
- *Notary Public
- *Pass all pre-employment screening

Processes all accounts receivable and payable transactions. Prepares various forms and statements as required. Processes Indigent Attorney forms. Collects monies for services and materials for various departments. Prepares payment of bill sheets for approval. Knowledge of State and County standards to insure use of appropriate forms. Answers public inquiries. Cross trains as Clerk to the Board of County Commissioners as needed. Must be Notary Public or be able to obtain within six months.

If interested, please send completed Application and Resume by deadline to:

Muskingum County Human Resources Department
Attn: Pam Davis
401 Main Street
County Courthouse
Zanesville, Ohio 43701
Fax: (740)588-4300

EOE