

MUSKINGUM COUNTY POSITION OPENING ANNOUNCEMENT

DATE: February 1, 2019

DEPARTMENT: COMMISSIONERS/HUMAN RESOURCES

POSITION TITLE: OFFICE CLERK

STATUS: PART TIME (20-25 hours per week)

SALARY RANGE: \$11 - \$13/per hour
(Based on Experience and Qualifications)

DEADLINE: Inside/Outside Applicants: February 11, 2019
(Applications and/or resumes received or postmarked after deadline will not be considered)

QUALIFICATIONS:

- *High School Diploma, GED or Equivalent
- *Knowledge/experience with computer applications
- *Excellent communication and organizational skills
- *Knowledge of insurance benefits and workers compensation preferred.
- * Pass all pre-employment screening

Provides clerical and administrative support to the HR Generalist, Benefits Administrator and Commissioners' staff. Must have knowledge of computer applications, strong communication and organizational skills. Knowledge of governmental accounting and processes is beneficial.

If interested, send completed Application and Resume, either by mail, fax or in person by the deadline to:

MUSKINGUM COUNTY HUMAN RESOURCES DEPARTMENT
ATTN: PAM DAVIS
401 MAIN STREET
COUNTY COURTHOUSE
ZANESVILLE, OHIO 43701
FAX: 740-588-4300

EOE