

**MUSKINGUM COUNTY  
POSITION OPENING ANNOUNCEMENT**

**DATE:** January 6, 2022

**DEPARTMENT:** Records Retention

**POSITION TITLE:** Records Clerk

**STATUS:** Full Time: 35 Hours/Week

**HOURLY RATE:** \$11.00 - \$12.00 per hour  
(Based on Experience and Qualifications)

**DEADLINES:** Inside/Outside Applicants: January 14, 2022

**QUALIFICATIONS:**

- \* Pass all Pre-employment Screenings.
- \* High School Diploma/GED
- \* Knowledge of office equipment, including industrial shredder and document scanning equipment.

**Job Description includes, but not limited to:**

- Preparing documents to be scanned, including but not limited to removing staples, paperclips, rubber bands, etc. from documents;
- Document shredding using an industrial shredder;
- Document scanning to include camera functions and scanning procedures.
- Answering phones and greets public as necessary;
- Ability to stand or sit for extended periods and occasionally lift up to 50 pounds.

**If interested, please send completed Application and Resume to:**

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