

MUSKINGUM COUNTY POSITION OPENING ANNOUNCEMENT

DATE: JUNE 23, 2022

DEPARTMENT: WATER DEPARTMENT

POSITION TITLE: OFFICE CLERK

STATUS: FULL TIME – 40 HOURS/WEEK

SALARY RANGE: \$14.50/PER HOUR

DEADLINE: INSIDE/OUTSIDE: JULY 6, 2022

(Applications and/or resumes received or postmarked after deadline will not be considered)

QUALIFICATIONS:

- *High School Diploma, GED or Equivalent
- *Knowledge/experience of computer applications
- *Customer Service experience
- *Knowledge of general office equipment
- *Pass all pre-employment screenings

Performs clerical duties in order to collect customer payments and assists customers with requests. Assist the Office Manager with other clerical duties as needed. A knowledge of water and sewer systems is beneficial, but not required.

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