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