

JOB POSTING

MUSKINGUM COUNTY CENTER FOR SENIORS

DATE: July 22, 2024

DEPARTMENT: Muskingum County Center for Seniors

POSITION TITLE: Clerk (1 Part Time)

STATUS: Part Time: 20-25 hours per week
Monday & Tuesday 3:30 PM – 9:00 PM
Friday, 3:00 PM – 9:00 PM
(Wednesday/Thursday during business hours as needed)

SALARY RANGE: \$13.00 per hour

DEADLINE TO APPLY: OPEN UNTIL POSITION IS FILLED

Qualifications:

- High School Diploma or equivalent
- Effective communication skills
- Previous office experience and knowledge of Microsoft Office and computer systems.
- Good attendance record
- Valid/Current Ohio Driver's License
- Pass all pre-employment screenings.

Essential Job Duties: Works under the supervision of Administrative Assistant and Executive Director. Maintains responsibility for maintaining good public relations with clients and general public. Performs general clerical duties including answering phones, assists with Home Delivered Meal client records, assists with correspondence for Center programs and provides assistance to other staff as needed. May assist with transportation and meal delivery as needed.

Please submit both a Resume and Application either by mail, fax or in person by the deadline to:

Muskingum County Center for Seniors
Attn: Kate Paul
160 N. 4th Street
Zanesville, OH 43701or
Email: kepaul@muskingumcounty.org

The Muskingum County Center for Seniors is an Equal Opportunity Employer.

(Application is available at www.muskingumcountyoh.gov)