

MUSKINGUM COUNTY POSITION OPENING ANNOUNCEMENT

DATE: MARCH 4, 2025

DEPARTMENT: COMMISSIONERS OFFICE

POSITION TITLE: OFFICE CLERK

STATUS: FULL TIME (7:30 am – 4:30 pm / 40 hours per week)

SALARY RANGE: STARTING AT \$20.00/per hour
(Wages Based on Experience and Qualifications)

DEADLINE: Inside/Outside Applicants: MARCH 14, 2025
(Applications and/or resumes received or postmarked after deadline will not be considered)

QUALIFICATIONS:

- *High School Diploma required
- *Proficiency in Microsoft Word, Excel and related software
- *Excellent communication and organizational skills
- *Experience dealing with Public
- *Notary Public or ability to obtain
- * Pass all pre-employment screenings

Provides clerical and administrative support to the Clerk to the Commissioners, Deputy Clerk and Human Resources offices. Prepares and processes payments to allocate monies to correct funds and records pay-ins from various County offices and public. Maintains monthly record and payments for lodging excise tax income. Maintains the records of the County's fleet of vehicles and invoices departments for repairs completed by Fleet Garage. Must be proficient in Microsoft Word, Excel and related software, have 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