

# MUSKINGUM COUNTY POSITION OPENING ANNOUNCEMENT

**DATE:** JUNE 1, 2026

**DEPARTMENT:** HUMAN RESOURCES  
(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: JUNE 10, 2026  
(Applications and/or resumes received or postmarked after deadline will not be considered)

**QUALIFICATIONS:**

- \*High School Diploma, GED or Equivalent required
- \*Proficiency in Microsoft Word, Excel and related software
- \*Excellent communication and organizational skills
- \*Knowledge of insurance benefits, FMLA, and workers compensation preferred.
- \*Pass all pre-employment screenings

Provides clerical and administrative support to the Human Resources and Benefits offices. Must have knowledge of computer applications, good communication and organizational skills. Assists with Human Resources and Insurance office operations including but not limited to employee insurance benefits, FMLA, and workers' compensation claims.

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  
EMAIL: PSDAVIS@MUSKINGUMCOUNTY.ORG  
FAX: 740-588-4300

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