

MUSKINGUM COUNTY POSITION OPENING ANNOUNCEMENT

DATE: NOVEMBER 20, 2020

DEPARTMENT: COMMISSIONERS/HUMAN RESOURCES

POSITION TITLE: OFFICE CLERK

STATUS: FULL TIME (40 hours per week)

SALARY RANGE: \$14.00/per hour
(Based on Experience and Qualifications)

DEADLINE: Inside/Outside Applicants: November 30, 2020
(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 Human Resources and Board of County Commissioners offices. 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