

**Job Posting Title:** Part-Time Clerical

**Department:** Camden County Public Administrator

**Starting pay:** \$13.00

**Job Type:** Part-Time – Monday, Wednesday, and Thursday 8:30 A.M. until 4:00 P.M. up to 19 hours per week.

**Closing Date:** January 5, 2022

**Job Description Summary:** Under close supervision, the Administrative Assistant/Clerk performs clerical and office support duties such as opening and distributing mail, greeting the public and responding to inquiries, checking and verifying information, posting to and maintaining records and providing customer service.

#### Essential Job Function

- Data Entry-preparing and making deposits, Processing ward utilities, and Probate reports
- Preparing correspondence for the Public Administrator, including but not limited to faxes, memos/letters.
- Assists with filing of inventories, annual settlements, final settlements, trust accounts, status reports, annual reports, budget preparation, etc.
- Complete Medicaid/Medicare applications, reinvestigations, or request for information, along with Food Stamp and MidCerts applications
- Accumulates information for the preparation of all income tax returns with the IRS, Department of revenue and other taxing agencies as assigned.
- Other job duties as assigned.

#### Preferred Skills and Qualifications:

- Proficient in Microsoft Word, Excel and PowerPoint and other various financial software systems used by the county.
- Confidentiality – it is an essential part of all duties assigned.
- General math, typing and reporting skills, moderate verbal communication and organization skills.

#### How to Apply

Please apply in person. An application is available to print from our county website or within the Human Resource Office. County Website is [www.camdenmo.org](http://www.camdenmo.org)

1 Court Circle NW Suite 11 Camdenton MO 65020

Email resume to [Tom\\_gorsline@camdenmo.org](mailto:Tom_gorsline@camdenmo.org)