

Receptionist (AMENDED) full time for Camden County. The hours are Monday-Friday 8:30am – 4:30pm. Pay is \$12.79 per hour. You will be working in a professional office setting. The successful candidate will possess the following attributes and skills:

**Please do not apply if you cannot pass a drug screen, have any criminal history, have been terminated from any county or state position, or do not meet all of the job requirements.**

**Job Requirements:**

- Proficiency with Microsoft Office
- Ability to effectively prioritize and meet deadlines
- Courteous and professional manner
- Advanced telephone etiquette
- Ability to successfully interact with members of the public, other employees, Department heads
- Take meeting minutes
- Issue Passports
- Ability to work well as a team or as an individual
- Strong sense of discretion/confidentiality
- Ability to anticipate and solve problems
- Willingness to take and implement constructive criticism
- Expert time management skills
- No criminal history
- Ability to pass a drug screen

**Job Duties:**

- Read, review, verify, and distribute correspondence, reports, follow-up on issues highlighted by Supervisor
- Take Board Meeting Minutes
- Maintain meeting calendar
- Proofread and edit documents
- Answer phone calls; take messages; deliver messages
- Work closely with other staff to increase office efficiency and work product
- Create, store, and retrieve physical files
- Create, edit, and update files in electronic system
- Use multiple resources to compile accurate and complete information
- Perform clerical duties such as scanning, printing, and shredding documents
- Handle Multi line phone system
- Competent computer skills plus Outlook
- Other duties as required
- Dress Code Business casual

Camden County provides our employees with a fully paid benefit package including: health insurance, sick days, vacation, 12 Holidays and birthday. A pre-employment drug screening and background check is required. To assure consideration, resumes must be received by COB, May 10, 2019. Late applications may be considered when possible in order to increase the number of qualified applicants. Only qualified applicants will be contacted. Camden County is an equal opportunity employer. Submit your resume with 3 verifiable business references to: Human Resources, 1 Court Circle NW Suite 18, Camdenton, Mo 65020