



**JOB OPPORTUNITY #: 814-1200**  
**PART TIME FILE CLERK**  
**PUBLIC ADMINSTRATOR'S**

**Responsibilities:**

This position handles confidential information and must be able to treat confidential information appropriately. The position involves filing, scanning, answering the phone, running errands, and picking up the mail.

**Status:**

Part-Time, Non-exempt, Non-Benefited Position

**Working hours:**

Flexible schedule consisting of four (4) hour shifts, Monday- Friday, between the hours of 8:00 am and 4:00 pm for a total of up to twenty (20) hours per week.

**Qualifications:**

High school diploma or GED: the ability to type 30 w.p.m.; and familiarity with computer software programs, including Microsoft Word. Applicant will have the ability to communicate effectively, both orally and in writing as well as understand and follow oral and written instructions. Experience with scanning documents is preferred but not necessary. *A typing score must be on file with the County in order to be considered for the position.*

**Starting Hourly Pay Range:** \$10.76-\$11.43

**Deadline for Application:** Applications will be accepted until the posting is removed.

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Apply online at [www.showmeboone.com](http://www.showmeboone.com) or call (573) 886-4395 if you have questions. Please call in advance if special accommodations are required in order to apply. Benefits, when provided, include 100% County paid medical and dental employee insurance premium, pre-tax savings program, 2 weeks vacation, 13 paid holidays, matching deferred compensation plan and retirement plans. To see a complete list of posted positions, submit an online application or to download the application, log on to [www.showmeboone.com](http://www.showmeboone.com).