

COUNTY OF POTTER
EMPLOYMENT OPPORTUNITIES
CENTRAL PERSONNEL

AN EQUAL OPPORTUNITY EMPLOYER

The County of Potter needs qualified individuals to fill the following positions. If you are interested in a position and feel that you are qualified or if you know someone who might be qualified for this position, contact the Personnel Department, 7th Floor, Rm 705, of the Santa Fe Building, 900 S. Polk. The decision to interview an applicant is made at the sole discretion of the department head or elected official in whose department the opening exists. The following requirements and qualifications are necessary to apply for the position:

JOB TITLE	TAX OFFICE CLERK LEVEL I
JOB REQUIREMENTS:	Heavy data entry/ Type 40 WPM Ability to balance a cash drawer 10 key by touch Good public relations skills Good communication skills High School diploma or GED Ability to multi-task Word & Excel experience helpful Bookkeeping experience helpful but not mandatory
MENTAL ACTIVITY REQUIRED:	Included but not limited to: calculate, coordinate, evaluate, inspect, organize, read, sort, compare, problem solve, copy
PHYSICAL ACTIVITIES REQUIRED:	Including but not limited to: standing, walking, lifting sitting, kneeling and bending
SALARY:	\$31,000.00 Annually DOE

APPLICATIONS WILL BE ACCEPTED UNTIL FILLED

“POTTER COUNTY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR,
NATIONAL ORIGIN, SEX, RELIGION, AGE OR DISABILITY IN EMPLOYMENT OF
THE PROVISIONS OF SERVICES.”