

MONTAGUE COUNTY JUSTICE OF THE PEACE, PRECINCT 2

PART-TIME JOB OPENING – EXPERIENCE REQUIRED

28-hours per week \$20.00 PER HOUR

A TYPICAL WORK WEEK WILL BE Monday - Thursday 8:00 a.m. – 4:00 p.m. ; HOWEVER
Flexibility will be required.

CLERK POSITION REQUIRES, BUT IS NOT LIMITED TO THE FOLLOWING:

- REGULAR ATTENDANCE AND PUNCTUALITY.
- EXCELLENT PHONE SKILLS, AS WELL AS THE ABILITY TO WORK WITH GENERAL PUBLIC FACE TO FACE.
- ABILITY TO MULTI-TASK
- STRONG KNOWLEDGE OF OFFICE PROCEDURES AND PROCESSES
- ABILITY TO EXHIBIT A HIGH LEVEL OF CONFIDENTIALITY AND INTEGRITY WHILE HANDLING SENSITIVE MATTERS
- STRONG ORGANIZATIONAL SKILLS AND PROVEN ABILITY TO MAINTAIN ACCURATE, DETAILED RECORDS
- ABILITY TO ACCURATELY SORT, FILE, AND RETRIEVE MATERIAL USING ALPHABETICAL, NUMERICAL, OR CHRONOLOGICAL SYSTEMS
- KEEN ATTENTION TO DETAIL; CAREFUL AND ACCURATE DATA ENTRY
- KNOWLEDGE OF BASIC ACCOUNTING AND GOOD MATH SKILLS
- EXCEPTIONAL SKILL IN ESTABLISHING AND MAINTAINING EFFECTIVE WORKING RELATIONSHIPS WITH OTHER EMPLOYEES, AND THE GENERAL PUBLIC
- GENERAL SKILL IN OPERATING STANDARD OFFICE EQUIPMENT SUCH AS PERSONAL COMPUTERS, PRINTERS, CALCULATORS, AND TELEPHONES
- GENERAL KNOWLEDGE OF A VARIETY OF COMPUTER OPERATING SYSTEMS: i.e. MICROSOFT OFFICE WORK, EXCEL, OUTLOOK

CANDIDATES INTERESTED IN APPLYING FOR THIS POSITION MAY CONTACT
JENNIFER FENOGLIO, MONTAGUE COUNTY TREASURER-HUMAN RESOURCES DIRECTOR
940-894-2161