



JOB OPPORTUNITY #: 304-1150
OFFICE SPECIALIST
COLLECTOR'S OFFICE

Responsibilities:

The Boone County Collector's Office is accepting applications for temporary Office Specialists. The successful individuals' responsibilities will include working with the public, assisting taxpayers, sorting, opening, and processing mail, cashiering, updating addresses into the computer, and ten keying.

Status:

Positions Available Immediately
Temporary; Non-Benefited;
Length of temporary employment: approximately through mid-January, 2017.

Working hours:

Primarily 8:00 am – 5:00 pm, Monday – Friday. Hours may vary daily/weekly depending on workload.

Qualifications:

Qualified applicants must possess a high school diploma; minimum 2 years experience working with the public or in a related office environment and good oral communication skills. Basic keyboarding/typing with some entry level computer skills, ten key, cashiering and balancing cash tills experience desired. Accuracy and attention to detail are primary skills needed.

Hourly Salary: \$12.00

Deadline for Application:

Applications will be accepted until the posting is removed.

Apply online at www.showmeboone.com. Please call 573-886-4395 in advance if special accommodations are required in order to apply. To see a complete list of posted positions, submit an online application, or to download the application, log on to www.showmeboone.com.

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