



WARREN COUNTY AUDITOR

MATT NOLAN

EMPLOYMENT OPPORTUNITY

POSITION: **TEMPORARY LICENSING CLERK**

AGENCY: **Warren County Auditor**

LOCATION: **406 Justice Drive**

HOURS: **Part time 28 hours per week (flexible)**
Between 7:30 a.m. – 4:30 p.m. Monday thru Friday
Immediately – March 15

PAY RANGE: **\$15.00 per hour**

POSTING PERIOD: **until position is filled**

MINIMUM QUALIFICATIONS:

High School diploma; The ability to perform daily office responsibilities, recordkeeping, accurate data entry and other office related duties; The ability to work independently and manage time wisely, excellent communication skills.

KNOWLEDGE, SKILLS AND ABILITIES:

Must have the ability to communicate effectively in written and oral form and possess excellent customer service skills.

JOB RESPONSIBILITIES:

Responsibilities will include a combination of the following and/or any other duties assigned by management; data entry, customer service, phone answering, issuing dog licenses, cash handling and balancing.

TO MAKE APPLICATION:

Please send your resume to: bwooley@wcauditor.org