

SHELBY COUNTY GOVERNMENT

SHELBYVILLE, INDIANA 46176

VACANCY NOTICE

***Interested applicants must submit a resume to Donna Cook in Human Resources via email at dcook@co.shelby.in.us**

DATE: September 13th, 2017

POSITION: Part Time - Clerical Assistant

LOCATION: Assessor's Office – Annex Building

NUMBER OF HOURS: 15 - 27 Hours Weekly – To be determined

DUTIES: Answers telephone, greets office visitors, provides assistance and information to customers and/or directs to proper individual, filing, and other clerical duties as assigned.

REQUIREMENTS: Must enjoy working with the public, and be a team player. Knowledge of property records is helpful but not required.

SALARY: \$11.00 an hour

BENEFITS: Not applicable

POSITION BEGINS: To be determined

APPLICATION DEADLINE: Open until filled

'All applicants considered for hire must obtain a criminal history background check. This background check must be completed prior to receiving an offer of employment. If selected for an interview, additional information will be provided at the time of interview.'