



County of Greene, Missouri
Employment Vacancy Announcement

March 11, 2010

Greene County Highway Department

Administrative Clerk II

Full time, 40 hour work week
Starting pay range: \$23,962.00 yearly

The Greene County Highway Department is seeking a qualified individual for the position of Administrative Clerk II to perform general clerical, secretarial, bookkeeping and related duties, under the general supervision of the Administrative Services Manager, for Greene County.

Essential Duties and Responsibilities:

The Administrative Clerk II provides customer service support to citizens by phone and/or in person. Prepares permits for right-of-way excavation and house moves for contractors. Executes all road closures. Designs forms/spreadsheets for all highway personnel. Organizes, prepares, processes, and follows up on requisition requests for office needs, building maintenance and other various requests. Assists purchasing department as required. Organizes files, mail and daily work.

Minimum Experience and Training Qualifications:

High school diploma and vocational/technical training in bookkeeping, secretarial skills or related area, two years responsible clerical experience and word processing automated spreadsheet proficiency, or any combination of education and experience that provides equivalent knowledge, skills, and abilities. Must be have a great attitude, have great people skills and be team oriented. Must be able to pass a background check, drug test and reference checks. Must be at least 18 years of age.

How to Apply:

Interested persons may complete an application at the Greene County Highway Department, 2065 N. Clifton, Springfield, MO 65803, or fax a resume, Attn: Ketrena, to 417-831-5216. Deadline to Apply: March 24, 2010

Greene County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities.