

Daviess County Circuit Court has an immediate opening for a part-time clerical position. The duties will include answering the phone, processing traffic cases, processing City of Gallatin cases and various other office duties. This is an opportunity to work in a pleasant atmosphere in an office handling a wide range of functions. The applicant must be willing to work with the public and computer experience is required. Benefits are available through the County for this position depending on total hours worked. Daviess County is an equal opportunity employer.

Please send resumes to sandy.dustman@courts.mo.gov