

JOB OPENING

Daviess County Clerk will be accepting resumes for a full-time 30-hour position (four days at 7.5 hours) with benefits, with the possibility of more hours. Position to begin immediately.

Resumes may be mailed to County Clerk, 102 North Main St, Gallatin, MO, 64640, or dropped off in person between 8:00 am and 4:30 pm.

This position requires a person with good communication skills, strict attention to detail, the ability to multi-task while meeting deadlines, and the ability to learn new processes quickly.

The full-time position will have paid health insurance, paid PTO and vacation hours, and retirement benefits. Equal Opportunity Employer