

Full-time Positions Available

Daviess County Clerk will be accepting resumes for a full-time 30 hour position (four days at 7.5 hours) and/or a full-time 37.5 hour position (five days 8 am to 4:30 pm with 1 hr lunch) both with benefits. Benefits include county paid health insurance, Personal Time Off of 10 hrs per month, and Vacation days starting at one year. Retirement benefits include 401a retirement plan and 457b retirement savings plan with a \$0.50 per \$1 match from the state each year up to 6% of your wages – all pre-tax directly from your payroll. Direct deposit checks so you have immediate access to your pay. Position to begin immediately. Competitive wages with bonus for experience and skills.

Resumes may be mailed to 102 North Main St, Gallatin, MO, 64640, emailed to [**countyclerk@daviesscountymo.gov**](mailto:countyclerk@daviesscountymo.gov), faxed to 660-663-3075, or dropped off in person between 8:00 am and 4:30 pm.

Working knowledge of QuickBooks, INCODE, Word and Excel a plus but not required. Will train the right person, but strict attention to detail and the ability to multi-task are mandatory. Check out the county website for more details at [**www.daviesscountymo.gov**](http://www.daviesscountymo.gov). Click on the Announcements tab at the top right and choose Public Notices.

Contact us at 660-663-3300, ext 4 Equal Opportunity Employer