



We are currently looking to fill 2 Part Time Clerical Office positions!

Job duties will include; Answering and directing phone calls. Making phone calls. Reviewing files and records to answer questions. Checking and distributing documents. Receiving, sorting, and distributing mail. Photocopying, scanning, and faxing. Preparing and sending out mailings. Checking and entering data. Updating and maintaining databases. Keeping office area neat and tidy. Knowledge of software applications. Proficient in use of email and internet. Accurate keyboard abilities.

Skills needed; Organizational and planning. Time management and ability to prioritize. Strong attention to detail and accuracy. Problem-solving. Customer service orientation. Team- work. Communication skills both written and verbal. Confidentiality and must be able to pass a background check.

Office hours are 8-4 M-F

22-24 hours a week

Downtown Tipton area

Send resumes and letters of interest to ccrawford@tiptoncounty.in.gov

No phone calls please