

**Whitley County Government  
Temporary Part-Time Position through December 31, 2018  
County Clerk's Office**

**Hours: Varies (15 to 29.5 hours per week)**

**Salary: To be determined**

**Job Duties:**

- Receives and processes various receipts
- Balances daily cash with receipts and computer records
- Answers telephone and receives office visitors with inquires
- Performs a variety of clerical duties
- Assist deputies as needed

**Job Requirements:**

- Must possess high school diploma or GED
- Working knowledge of standard office policies and procedures
- Working knowledge of standard bookkeeping and accounting
- Ability to provide public access to or maintain confidentiality of department information/records according to state requirements
- Ability to competently service the public with diplomacy and respect, including occasional encounters with irate/hostile persons

**Accepting resumes/applications through Friday, August 10<sup>th</sup>, 2018**

**Please send resume and application to the address or e-mail listed below.**

**Debbie Beers, Clerk of the Circuit Court**

[wcclerk1@whitleygov.com](mailto:wcclerk1@whitleygov.com)

Whitley County Clerk's Office

101 W Van Buren St, Rm 10

Columbia City, IN 46725

Fax: (260)248-3137

**Whitley County Government is an Equal Opportunity Employer**