



INTERNAL JOB OPPORTUNITY ANNOUNCEMENT CURRENT JACKSON COUNTY EMPLOYEES ONLY

Date: Wednesday, March 16, 2022

Position: Deputy District Clerk

Duties:

- Office skills, including internet, copier, Microsoft Word and Excel
- Multi-task with ease
- Quality people skills with professional appearance and attitude

Requirements:

- Equivalent to high school diploma
- Bondable
- Previous office experience preferred
- Attention to detail required

Salary: \$17.00 to \$18.63 per hour, depending upon experience

Contact: Sharon Mathis, District Clerk

Deadline: 9:00 a.m. on Monday, March 21, 2022