**HIRING**

Van Buren County Clerk’s Office

County Clerk Deputy 1

**JOB DUTIES:** County Court filing, issuing marriage license, typing minutes of all meetings, issuing Assume Name/DBA, keeping up with all county employee’s comp time, sick, vacation, and personal time, figuring time sheets of all county employees, balancing bank accounts for the County Clerk’s office, enter State Land totals, completing APERS (retirement) Reports, plus any other duties that may arise.

Will help other County Clerk positions, such as Accounts Payable, Payroll, Voter Registration, Elections and Land Library.

**MUST:**

Live in Van Buren County

have computer experience, such as excel and word

have good communication and organization skills

be self motivated

**BENEFITS**: Paid by Van Buren County

Health

Dental

Vision

Life

Retirement

(Spouse, Child/Children or Family plans are offered as a payroll deduction)

**COMPENSATION:**

STARTING WAGE $14.50 per hour *without* experience $14.75 per hour *with* experience

With a possible increase after a probation period and Evaluation

Please bring a Resume in to the County Clerk’s Office

1414 Hwy 65 South, Suite 128, Clinton

Pam Bradford

Van Buren County Clerk

EQUAL OPPORTUNITY EMPLOYER