



Rogers County Job Opportunity

If interested please complete an application and return it to Rogers County HR located in the County Clerk's Office of the Rogers County Court House

Title: Court File Clerk	Department: Court Clerk
Reports to: Court Clerk	FLSA Status: Non-Exempt
Pay: Based Upon Experience	Full Time/Part Time/Temp: Part-Time
Position Posted: July 24 th , 2018	Posting Closes: July 31 st , 2018 by 5 pm

Position Profile

File Clerk will assist in daily operations, customer service and additional daily tasks.

Qualifications

Must be a minimum of 18 years of age. Must have: Reporting Skills, Microsoft Office Skills, Professionalism, Problem Solving and Verbal Communication. Must pass a drug screening and background check. Must have reliable transportation.

Education and/or Experience

High School Diploma/GED preferred. Two years in an office environment preferred.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Notice: While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to stand; walk; and stoop, kneel, crouch or crawl. The employee is occasionally required to sit and climb or balance. The employee must regularly lift and/or move up to twenty-five (25) pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Rogers County is an equal opportunity employer