



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: Support Clerk	Department: Planning Commission
Reports to: Planning Commission Director	FLSA Status: Non-Exempt
Pay: Based Upon Experience	Full Time/Part Time/Temp: Full-Time
Position Posted: 08/11/2017	Posting Closes: 08/25/2017

Position Profile

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

Duties and Responsibilities

- Responsible for the duties of the front desk.
- Answer the telephone system and greet customers that walk in. Ensure the front desk and telephones are covered at all times.
- Operate office equipment (copy, fax and scanning machines) with minimal supervision.
- General clerical duties including photocopying, fax and mailing.
- Maintain electronic and hard copy filing system.
- Prepare written responses to routine enquiries.
- Prepare and modify documents including correspondence, reports, drafts, memos and emails.
- Open, sort and distribute incoming correspondence.
- Coordinate and maintain records for staff.

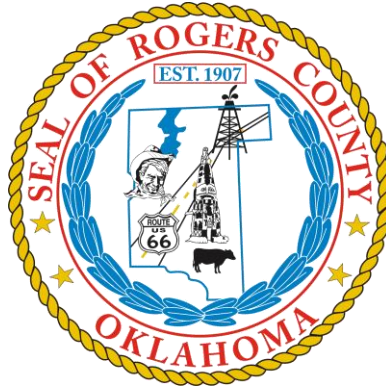
Qualifications

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.

Education and/or Experience

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

Rogers County is an equal opportunity employer



Knowledge, Skills, and Abilities

Ability to:

- Smoothly and rapidly shift between dissimilar tasks.
- Communicate well both verbally and in writing, and exhibit a willingness and ability to learn computer operations on a variety of different systems.
- React quickly and calmly to emergency situations;
- Read, write, speak and understand the English language.
- Protect the County's value by keeping information confidential.
- Establish and maintain positive relationships with other upper management, supervisory staff, employees, and the general public.
- Work well alone or within a team.
- Utilize MS Office products at basic (create new documents, open/edit existing documents) to intermediate (import/export data, create templates) skill level.
- Exercise sound judgment and solicit assistance for decisions in a manner consistent with the essential job duties and responsibilities.
- Respond to inquiries or complaints from employees, guests, regulatory agencies, and others.
- Travel locally, regionally, or out-of-state as needed.
- Update job knowledge by participating in educational opportunities, professional organizations, attending expos/conventions, and developing or maintaining professional networks.
- Computer skills and knowledge of relevant software.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Regularly uses personal computer systems and/or other devices to effectively perform job functions. The noise level in the work environment is moderate to high. The employee is regularly exposed to risks associated with travel between properties and back and forth to other areas as may be required due to business demands. The employee may be exposed to the risks associated in attempting to resolve issues with extremely irate or difficult people.

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 (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.

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