

Date Posted: 04/12/2018

Applications accepted until 05/02/2018

Department: Elbert County Sheriff's Office

Job Title: Part time Office Clerk, 27 hours a week

Salary: \$14.00 to \$17.00 an hour

Elbert County is an Equal Opportunity Employer

You can download an application from the Elbert County Sheriff's Office web page under employment and submit your application to:

Elbert County Sheriff's Office

Professional Standards

Amy Fordyce

P.O. Box 486

Kiowa, CO 80117

Or email: amy.fordyce@elbertcounty-co.gov

For more information, please call 303-805-6101

Job brief:

We are looking for a part time Office Clerk to perform various administrative and clerical tasks to support our office. You will undertake a variety of activities in the office ranging from filing and answering the phone to basic bookkeeping.

An effective office clerk had the ability to work diligently to help maintain smooth office operations. You must be reliable and hardworking with great communication skills.

Essential Duties and Responsibilities:

- Perform data entry
- Maintain files and records so they remain updated and easily accessible
- Sort and distribute incoming mail and prepare outgoing mail (envelopes, packages, ect.)
- Answer the phone to take messages or redirect calls to appropriate colleagues
- Utilize office appliances such as photocopier, printers ect. and computers
- Performs other duties as assigned

Requirements

- Must have a high school diploma or GED
- Working knowledge of office devices and processes
- Excellent communication skills
- Ability to perform all essential functions of the job
- Must have a valid Colorado Driver's License and acceptable motor vehicle record
- Must pass a criminal background check