

Clerical Specialist

Deadline to Apply:

Open Until Filled

Work Location:

County Administration Building
138 East Court Street
Cincinnati, OH 45202

Work Hours:

80 Hours Bi-Weekly

Starting Salary:

Varies Based On Experience

Requirements (Education, Experience, Licensure, Certification):

Preferred Qualifications:

- Ability to perform routine and moderately complicated clerical tasks
- Strong customer service skills
- Proven, reliable attendance
- Ability to work efficiently and prioritize work assignments

Job Duties (Summary):

- Provide clerical and administrative support
- Interpret data provided to transfer property
- Assist with other duties such as
 - Transfer Verification Letters
 - Vendor's license
 - Dog license, etc.
 - Fill in at front desk as needed

Knowledge and Skills

- Excellent communication skills both verbal and written
- Consistent and dependable analytical skills
- Computer skills and ability to work with multiple systems such as MS Word and Excel
- Positive, can-do attitude

To Apply:

Applicants MUST:

Send cover letter and resume with salary requirements to Hamilton County Auditor Dusty Rhodes, 138 E. Court St. Rm 304A Cincinnati, Ohio 45202. Attn: Amy Humphrey or email Ms. Humphrey at HRClerk@auditor.hamilton-co.org

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