



ST. FRANCOIS COUNTY, MISSOURI

Job Title:	Deputy Clerk I	Job Category:	Clerical
Department/Group:	County Auditor's Office	Job Code/ Req#:	AUD2021
Location:	St. Francois County Annex	Travel Required:	Limited
Level/Salary Range:	\$12.00/hour \$21,840.00/annual	Position Type:	Full-time, Hourly
Contact:	Amber Menjoulet	Date posted:	April 23, 2021
Internal posting URL:	http://www.sfcgov.org	Posting Expires:	May 14, 2021
Applications Accepted By:			
FAX OR E-MAIL: (573) 760-9610 or AMenjoulet@sfcgov.org Subject Line: Deputy Clerk I Attention: Amber Menjoulet		MAIL: ATTN: Amber Menjoulet 1 West Liberty Street Suite 302 Farmington, Missouri 63640	
Job Description			
<p>The St. Francois County Auditor's office is seeking a full time Deputy Clerk I who will be responsible for a variety of administrative tasks. The successful candidate must be willing to work as a part of a team and meet the following requirements:</p> <ul style="list-style-type: none"> • 1+ years of clerical experience; <ul style="list-style-type: none"> ○ Filing; ○ Bank reconciliations; • Governmental/Fund accounting experience preferred; • Associates Degree or equivalent of clerical experience; • Strong attention to detail and organization; • Strong communication skills – written, oral, answering phones; • Proficient in Microsoft Word and Excel; • Strong time management skills; • Strong typing skills; and • Ability to multitask or assist others as needed. <p>St. Francois County offers a variety of benefits. The Deputy Clerk I position will include:</p> <ul style="list-style-type: none"> • \$12.00 an hour wage; • 35-hour work week; <ul style="list-style-type: none"> ○ 8:00 a.m. – 4:00 p.m. with an hour lunch (unpaid); ○ Monday through Friday; • 15 paid holidays a year; • Employer paid health insurance; • Pension retirement plans • 10.50 sick hours per month (after 3 months of probation); and • Vacation time accrued biweekly, towards 2 weeks (70 hours) by the end of the 1st year of service. 			
Approved By:	Louie Seiberlich, County Auditor	Date:	April 23, 2021