

JOB POSTING

Title	Deputy Clerk
Location	Delaware County Clerk's Office
Supervisor	First Deputy Clerk/Chief Deputy Clerk/Elected Clerk
Qualifications	<ul style="list-style-type: none"> ▪ High school diploma or GED. ▪ Working knowledge of standard policies, practices, and legal requirements of the department and ability to apply appropriate procedures accordingly. ▪ Working knowledge of standard office procedures, with ability to apply such knowledge to a variety of interrelated processes, tasks, and operations. ▪ Excellent verbal and written communication skills. ▪ Ability to serve the public with diplomacy and respect, providing public access to or maintaining confidentiality of department information and records according to state requirements. ▪ Ability to work on several tasks at the same time and work rapidly for long periods, occasionally under time pressure. <p><i>See Job Description for complete list of qualification.</i></p>
Responsibilities	Incumbent follows standard operating procedures with work priorities determined by the supervisor, flexible customary routine, formal schedule, and service needs of the public. Decisions are always determined by specific instructions or existing, well established policies and procedures. Errors are primarily prevented through standard bookkeeping checks and detected through notification from departments, agencies, or the public. Undetected errors could result in work or inconvenience to other departments, agencies, or the public.
Apply	<p>Send or drop off completed applications to:</p> <p>Delaware County Human Resources Department 100 W. Main St., Room 300 Muncie, IN 47305</p>
Application Deadline	Applications will be accepted until filled.

