



Human Resources

January 22, 2020

Clerk I – Treasurer's Office

The Johnson County Treasurer's Office seeks a Clerk with a strong attention to detail and excellent customer service. Duties include filing, proofreading, inputting data, processing mail, completing standard letters and forms and typing dictated or otherwise drafted correspondence. This position has contact with members of the public both in person and/or over the phone.

High school graduate or equivalent OR any equivalent combination of education and experience which provides the required knowledge and abilities necessary to perform the work. Clerical experience preferred.

The starting salary is \$16.21/hour, plus excellent benefits. For more information and to apply online, visit www.johnson-county.com. Application deadline is Wednesday, February 5th at 5 PM. **Cover letter and resume must be attached to online application.**

AA/EOE