



Human Resources Department

July 26, 2019

Clerk III

Johnson County Sheriff's Office is currently seeking a full-time Clerk III to serve as receptionist for walk-in traffic and provide general office support to the department in responding to customers' requests for service and information. Maintain department files, provide word processing for reports and correspondence, issue permits, and perform related clerical duties as assigned.

Minimum Requirements: High school graduate (or equivalent) AND one (1) year of clerical work experience OR any equivalent combination of education and experience which provides the required knowledge, skills and abilities. Law enforcement experience preferred. Must pass background check. National Crime Information Center Certification within 6 months of hire.

\$18.74/hour to start plus outstanding benefits package. To apply and learn more about this position please visit our website, www.johnson-county.com. Applications are accepted until August 5, 2019.

Must attach cover letter and resume to online application.

AA/EOE