

The Osage County Clerk's Office is accepting applications for a full-time clerical position reporting directly to County Clerk. This individual will attend meetings with the County Clerk and assist in keeping the minutes for the Board of County Commissioners, Excise Board, Tax Roll Correction, and Equalization Board. Individual will perform monthly reconciliation of accounts, apportionment of monies, and perform basic accounting entries. Individual will act as liaison between County Clerk and Customers and other Officers/Department Heads; should be a self-starter and a team player. Must be reliable, detail oriented, multi-tasker, have knowledge of Office (Excel and Word), operate routine office machinery, have good communication and customer service skills, and be able to perform other routine office duties. This position also includes gaining understanding of recording of instruments in Property Records. If interested, apply in person at 600 Grandview, Room 201, Pawhuska, Oklahoma Monday-Friday 8:30 A.M. to 5:00 P.M. No phone calls please. Professional dress required for all interviews. Pre-employment drug screening required. Employment will be contingent upon drug test results and background check. Position closes on April 30, 2021. Salary range \$2,200/month to \$2,500/month dependent upon experience and qualifications. Osage County is an Equal Opportunity Employer.