



## **Jera Pruitt Clerk of the Commission, Platte County, Missouri**

Position Title: Deputy Clerk  
Reports to: Clerk (Chief Deputy)  
Employment Status: Full Time (Appointed)  
FLSA Status: Nonexempt  
Hours per week: 40

Job Description: The opening for Deputy Clerk is a full-time, non-exempt position and is eligible for County benefits. This Deputy Clerk position will be primarily focusing on the Board of Equalization (BOE) appeals process and implementing SB190, but will have many office duties as assigned. This position will process appeal applications and schedule hearings in accordance with the schedule established by the Board of Equalization and work with Clerk to establish and maintain new process to implement SB190. This position will be interactive with the public, take phone calls as needed, and work often with other county office. This position will also cross train with the other general tasks performed by deputies in the office.

### Skill Requirements:

- Demonstrates proficiency in computer skills including, spreadsheets, word processing, and ability to learn database programs.
- Completes work activities in a timely manner.
- Responds promptly and meets commitments.
- Maintains strict confidentiality and professionalism.
- Writes clearly and informatively.
- Displays willingness to make decisions while exhibiting sound judgment.
- Organizes and prioritizes tasks appropriately.
- Willing to communicate clearly both verbally and in writing.
- Team work spirited/willing to jump in and help generally in the office.

Applicant must be able to establish and maintain cooperative relationships with Office Holders, Department Heads, staff and the public. A college degree in business administration or business related major is preferred, but not required. Applicable experience will be considered.

Work Environment: Work occurs in a controlled office environment with HVAC system. The majority of time will be spent using computer and being stationary at desk. There is a standing desk option. Applicant will need to be comfortable working independently with some supervision. Ability to communicate information effectively via email, telephone, or in-person. Occasional lifting up to 20 pounds when accessing paper records or storing new paper records.