

Help Wanted

Texas County Clerk's Office, PO Clerk

Must have good organization skills, including the ability to multi-task, prioritize, and manage multiple accounts. Strong verbal communication skills, including active listening and telephone manner. Interpersonal skills, including conflict resolution. Mathematics for reconciling invoices and identifying areas of concern. Data entry for accurately processing invoices and payment runs. Basic bookkeeping and fund account knowledge. Computer literacy, in Microsoft Office and able to learn other software. We offer Paid Sick and Vacation, Health, Vision, and Life Insurance, 401a and Retirement. We are an EOE

To apply you can come by the office (319 N Main 2nd floor Guymon) and pick up an application or print one from the website at www.Texas.OkCounties.org for questions 582-338-3233.

Applications will be taken through August 20, 2021