

Posted November 22, 2022

OFFICE CLERK – AUDITOR’S OFFICE

Full time (35 hours) office clerk position available in the Real Estate Department. Responsible for assisting public at front counter with transactions, applications, and questions; assist with balancing and reconciling transactions and accounts; customer service on phones; data entry; filing; general clerical duties.

Successful candidate will possess good written/verbal communication skills; strong computer skills including knowledge of Excel and Word; excellent people and customer service skills; attention to detail; phone etiquette and familiarity with 10-key calculator. Prior knowledge of cash handling, and deeds and property transfers beneficial.

\$15.00 - \$16.50/hour (35 hour week)

Health & retirement benefits. EOE. Send resume to Hancock County Auditor’s Office, Courthouse, 300 S. Main St., Findlay, OH 45840, or to REjobs@co.hancock.oh.us.

Business hours are 8:30 a.m. to 4:30 p.m. Monday through Friday.