

## **General Office Clerk**

Issue vehicle titles and registrations, and process tax payments. Work with public and a good team of people. You may advance to other responsibilities as daily balancing, tax sales, distress warrants, tax corrections, checking titles and bookkeeping tasks. This is an opportunity to grow into a challenging and rewarding field of work.

Job Type: Full-time

Pay: \$14.00 - \$15.00 per hour

### **Education/Qualifications/Skills/Abilities:**

- High school diploma or equivalent
- Experience in criminal justice or business preferred
- Fluency in Spanish is helpful but not required
- Ability to prioritize and complete work within designated timelines.
- Excellent oral and written communication skills

**To Apply:** Apply via Indeed or apply in person at the County Treasurers Office.

Platte County Treasurers Office actively works to create and sustain a welcoming environment for all members to fulfill their potential, belong, feel valued, and make meaningful contributions to the company. Platte County Treasurers Office is an equal opportunity employer and seeks candidates who reflect the diversity of our society.