

Receptionist/Office Clerk

Platte County Attorney's Office invites applications for the position of Receptionist/Office Clerk. The Receptionist/Office Clerk is responsible for handling secretarial duties in the Attorney's Office as well as serving as the administrator for the "Hot Check" Program.

\$14/hr - \$16/hr dependent on qualifications and experience

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 courthouse.

Platte County Attorney's 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 Attorney's Office is an equal opportunity employer and seeks candidates who reflect the diversity of our society.