



- and interruptions.
- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
  - Ability to draft correspondence as the same may relate to document rejection notices.
  - Ability to effectively present information and respond to questions from managers and the general public.
  - Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers.

**RESPONSIBILITY:** Recording documents as set out above, assisting office visitors and answering telephones.

**PERSONAL WORK RELATIONSHIPS:** Maintains frequent contact with other County employees, government and non-governmental agencies and the public when recording documents for permanent record, assisting office visitors and answering telephones. Ability to tactfully communicate verbally and in writing.

**WORKING CONDITIONS:** Works in a standard office setting with frequent sitting and the ability to move about freely. Some lifting of up to twenty-five (25) pounds and bending, reaching overhead, and frequent monitoring of equipment exists. Very frequent typing, attention to detail, detailed inspection and proofreading is to be expected.

The physical demands and work environment described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**HOWARD COUNTY GOVERNMENT IS AN EQUAL OPPORTUNITY EMPLOYER**

**PLEASE COMPLETE A HOWARD COUNTY APPLICATION AT**

**[WWW.HOWARDCOUNTYIN.GOV](http://WWW.HOWARDCOUNTYIN.GOV)**

**And**

**Submit your resume to:**

**Jennifer Jack**

**[jennifer.jack@howardcountyin.gov](mailto:jennifer.jack@howardcountyin.gov)**