

PART-TIME CLERK OPENING

The Wayne County Recorder's Office is seeking a part-time clerk to work in a professional office setting 24 hours per week, tentatively Monday, Wednesday and Friday. The clerk will also be required to work various days to fill in when staff are on vacation, on sick leave or attending schooling. Computer skills, data entry and knowledge of how to operate other office equipment, be able to comprehend legal real estate descriptions, be familiar with real estate related documents and basic bookkeeping will be helpful. Obtain an application and job description and submit your resume and application to the Wayne County Recorder's office Monday through Friday 8 a.m. to 4 p.m. Applications will be accepted until 4:00 p.m. February 14. Start date will be Monday March 16, 2020.