

## **POSITION AVAILABLE**

Resumes and/or applications will be received to fill a position in the Office of the Richardson County Clerk-Register of Deeds. Applicants must have excellent data processing and typing skills, locate land parcels from a legal description and be familiar with real estate documents, experience with bookkeeping, payroll, and both excellent verbal and writing communication skills.

All resumes and/or applications must be received in the office of the Richardson County Clerk by 5:00 p.m. Friday, January 18, 2019.

Richardson County is an Equal Opportunity Employer.

### **Job Specifications Richardson County Clerk's Office**

**Office Hours are 8:30 a.m. to 5:00 p.m. allow 1 hour for lunch**

**Starting salary will be negotiable.**

**Health Insurance is available to the employee in which the County pays 100% of the employee coverage. Family coverage is available also but the employee must pay 100% of that premium.**

<b>Spouse</b>	<b>\$ 875.11/month</b>
<b>Children</b>	<b>\$ 636.45/month</b>
<b>Family</b>	<b>\$1,591.11/month</b>

**Retirement program is mandatory. The County will deduct 4.5% from the employee's gross salary each month and match it with 6.75%.**

#### **Vacation and Sick Leave**

**Sick leave will accrue at a rate of 12 working days per year.**

**Vacation leave (example of scale)**

<b>1 year of employment</b>	<b>5 days</b>
<b>2 years of employment</b>	<b>10 days</b>
<b>5 years of employment</b>	<b>11 days</b>
<b>add 1 more day of each year thereafter to the maximum amount of</b>	
<b>14 years of employment</b>	<b>20 days</b>

**12 Paid Holidays per year**

**Primary duties will be within the Register of Deeds Office**

**Voter Registration**

**Issuance of Marriage Licenses**

**Assist with Election Preparation**

**Assist with Accounts Payable**

**Assist with Payroll**