



WE ARE HIRING!

Lamar County Sheriff's Office

Job Title: Receptionist / Clerical Deputy

Reports to: Administration Assistant

Salary: OPEN!

General Duties and Responsibilities:

Clerical work involved in preparation, preservation, and retrieval of various forms, reports, and correspondence.

Job Requirements:

Monday through Friday, 8:00 a.m. - 5:00 p.m. (1 Hour Lunch)

Must be able to sit for long periods of time

Must be able to lift 20 pounds

Knowledge and Skills:

Excellent Customer Service Skills

Business English Skills, Spelling, & Punctuation

Excellent oral and written communication skills

General Office Experience

Typing and computer skills to include Microsoft Word & Excel

Competent mathematical skills

Ability to work with co-workers

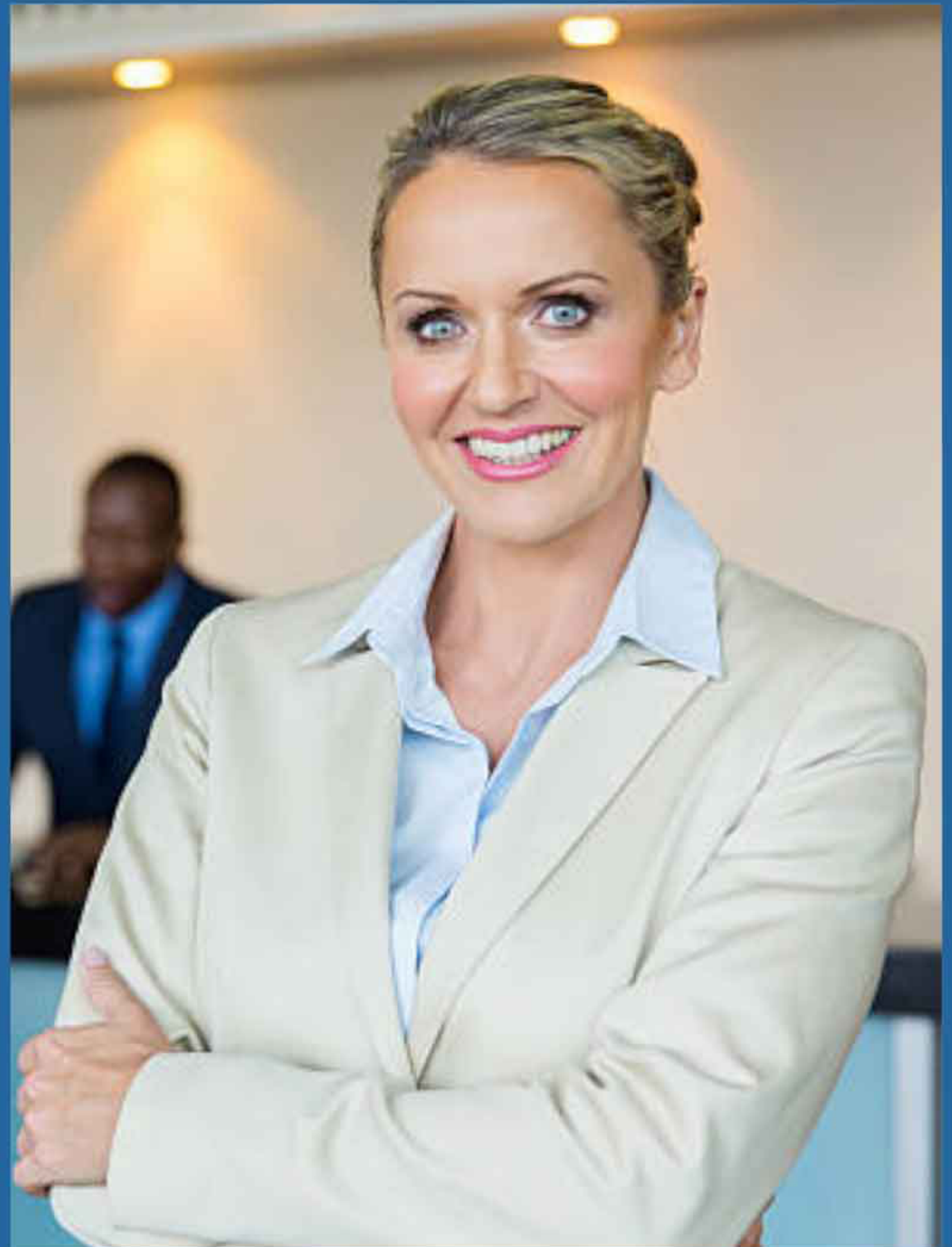
Knowledge in data entry

Education and/or Experience:

High School Diploma or G.E.D. equivalent (REQUIRED)

Benefits:

Employee paid health insurance, optional family coverage, optional dental & vision coverage, paid life insurance, and P.E.R.S. Retirement!



<https://sheriff.lamarcountymiss.gov>

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