

## **TAX CLERK**

The Rice County Clerk's office is accepting applications for a Tax Clerk. The position requirements include a high school diploma or GED with one to two years of general office experience. Proficiency required in general accounting procedures, ability to multi-task, PC operations with experience in Excel and Word, ten-key and other related office equipment. Knowledge of real estate legal descriptions helpful but not required. Application form and job description available at the County Clerk's Office, Courthouse. All applications due by Friday, December 22<sup>nd</sup> at 5 p.m. EOE