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JOB TITLE: DATA ENTRY CLERK
LOCATION: CEDAR COUNTY ASSESSOR'S OFFICE

JOB DESCRIPTION: WE ARE SEEKING A DILIGENT AND DETAIL-ORIENTED DATA ENTRY CLERK TO JOIN THE ASSESSOR'S OFFICE. THIS ROLE PRIMARILY FOCUSES ON PERSONAL PROPERTY AND DATA ENTRY. THE SUCCESSFUL CANDIDATE WILL ASSIST IN THE ACCURATE INPUT OF DATA INTO OUR SYSTEM, ENSURING THE INTEGRITY OF OUR RECORDS. THIS POSITION IS CURRENTLY CLASSIFIED AS PART-TIME WITH THE POSSIBILITY OF TRANSITIONING TO FULL-TIME IN THE FUTURE.

KEY RESPONSIBILITIES:

ENTER PERSONAL PROPERTY DATA INTO DATABASES WITH ACCURACY AND EFFICIENCY.
VERIFY THE ACCURACY OF INFORMATION BEFORE AND AFTER DATA ENTRY.
ASSIST WITH THE ORGANIZATION AND MAINTENANCE OF DIGITAL AND PHYSICAL RECORDS.
PROVIDE ADMINISTRATIVE SUPPORT TO THE ASSESSOR'S OFFICE.
COLLABORATE WITH TEAM MEMBERS TO IMPROVE DATA PROCESSES.

QUALIFICATIONS:

STRONG COMPUTER SKILLS, INCLUDING PROFICIENCY WITH MICROSOFT OFFICE (EXCEL, WORD).
EXPERIENCE WITH DATA ENTRY AND RECORDS MANAGEMENT.
HIGH ATTENTION TO DETAIL AND ACCURACY.
ABILITY TO WORK INDEPENDENTLY AND AS PART OF A TEAM.
GOOD COMMUNICATION SKILLS.
EXPERIENCE IN AN OFFICE ENVIRONMENT IS A PLUS, PARTICULARLY IN AN ASSESSOR'S OFFICE OR A GOVERNMENT SETTING.

HOW TO APPLY:

INTERESTED CANDIDATES SHOULD SUBMIT A RESUME AND/OR FILL OUT AN APPLICATION AT THE ASSESSOR'S OFFICE.

