

WARREN COUNTY AUDITOR

406 JUSTICE DRIVE, LEBANON, OHIO 45036

ROBYN CRISENBERY
Chief Deputy Auditor
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MATT NOLAN
AUDITOR
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www.wcauditor.org

BEV WOOLEY
Director of Real Estate
bwooley@wcauditor.org

(513) 695-1235

EMPLOYMENT OPPORTUNITY

POSITION: TEMPORARY LICENSING CLERK
AGENCY: Warren County Auditor
LOCATION: 406 Justice Drive
HOURS: Full Time, 40 hours per week
7:30 a.m. – 4:30 p.m. Monday thru Friday
December 2018- March 2019
PAY RANGE: \$14.00 per hour
POSTING PERIOD: November 6, 2018 until position is filled

MINIMUM QUALIFICATIONS:

High School diploma; The ability to perform daily office responsibilities, recordkeeping, accurate data entry and other office related duties; The ability to work independently and manage time wisely, excellent communication skills.

KNOWLEDGE, SKILLS AND ABILITIES:

Must have the ability to communicate effectively in written and oral form and possess excellent customer service skills.

JOB RESPONSIBILITIES:

Responsibilities will include a combination of the following and/or any other duties assigned by management; data entry, customer service, phone answering, issuing dog licenses, cash handling and balancing.

TO MAKE APPLICATION:

Please send a **Warren County application and your resume** to: bwooley@wcauditor.org

Or by mail to:

Warren County Auditor
Attn: Bev Wooley
406 Justice Drive
Lebanon, Ohio 45036