

NOTICE OF VACANCY

The following vacancy is announced by the Coahoma County Board of Supervisors, Coahoma County, Mississippi,

Inventory/ Property Control Clerk

Position/Title: Full Time Inventory/ Property Control Clerk

Rate of Pay: Salary shall be negotiable depending upon qualifications and/or experience.

Minimum Qualifications

Of Position: Knowledge of record keeping and filing, understand organizational structures, interpret and apply pertinent laws, codes, and regulations including administrative and departmental policies and procedures, effective oral and written communication; basic mathematical skills. (Some skills may require on the job training to perform work assigned.)

Education: Any combination of related training and experience that would provide the required entry-level knowledge, skills, and abilities. An Associates Degree in Business, Compute Technology, or related field is desired.

Experience: See qualifications

Other: Possession of, or ability to obtain, an appropriate, valid driver's license.

Applications are available at WIN job Service, 620 State Street, Clarksdale, MS. and the Coahoma County Administrator's Office. Coahoma County Courthouse, 115 First Street, Clarksdale, MS

Applications for the above position should be delivered to the Coahoma County Personnel Office no later than 5:00 P.M. on April 14, 2022.

Coahoma County is an Equal Opportunity Employer.