

Job Announcement
Claiborne County Board of Supervisors
(Department of Administration & Planning)
Receiving Clerk

The Claiborne County Board of Supervisors is accepting applications for the position of a **full-time Receiving Clerk**. The position reports directly to the County Administrator.

Position Summary

- Verify proper delivery of equipment, machinery, supplies, commodities, materials or service.
- Verify and keep records on incoming county purchases and prepare items for shipment, incorporating the forms and procedures prescribed by the Department of Audit.
- Compare identifying information and count, weigh, or measure items of incoming and outgoing shipments to verify information against bills of lading, invoices, orders or other records for all goods and services purchased by Claiborne County.
- Obtain bond in a penalty equal to \$100,000.

Required Qualifications

- **Minimum:** High School Diploma or GED with 3-5 years experience in an office environment; and /or Degree or technical certificate from an accredited two-year college and one year of previous supervisory experience.
- **Preferred:** Degree or technical certificate from an accredited two-year college. Five years experience related to business systems or government operations with one year of supervisory experience.
- Must within one year of employment complete a course of professional education as prescribed by statute.
- Must be knowledgeable of all purchasing and receiving laws of the state of Mississippi.
- Must have significant record keeping skills.
- General knowledge of county government functions and procedures.
- Pass Drug Test and Background Check.
- Deal with the public in a positive, courteous and respectable manner.

Required Documents

- Application for Employment
- Copy of Valid Driver's License

Applications can be submitted online @ www.ccmsgov.us or obtained from 8:00 a.m. until 5:00 p.m. at the Claiborne County Department of Administration & Planning, William "Matt" Ross Administration Building, 510 Market St., 2nd Floor, Port Gibson, MS 39150.

**Contact: Ms. Avis King, County Administrator or
Mrs. Lois Chess, Administrative Assistant @ 601-437-5216**

We are an equal opportunity employer: We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital status, or any other legally protected status.

