

St. Clair County Animal Services

Position Title: Clerk

Salary Range: \$25,000.00 - \$30,000.00

Full Time

Responsibility: Data entry, filing, answering phones, checking voice mails, waiting on customers, dispatching. Must be able to work independently and with others. Taking complaints and answering questions. Must be able to deal with money and make change.

Benefits: Paid vacation, holiday pay, insurance and retirement. Monday thru Friday 8:30A.M - 5:00P.M., hour lunch

You must live in St. Clair County, be 18 or older, have reliable transportation, have a valid driver's license and social security card, and to be able to pass a county drug screening and background check.

Please contact Animal Services at (618)235-0585 extension 3.