

**Amy Heredia**  
Deputy Clerk/HR  
(660) 885-7205

**Kelly Marriott**  
Henry County Clerk  
Election Authority  
(660) 885-7206

Deputy Clerk/Tax Specialist  
(660) 885-7204



## HENRY COUNTY CLERK

100 W. Franklin  
Clinton, Missouri 64735-2080

The Henry County Clerk's Office has a full-time job opening for the position of DEPUTY CLERK/TAX SPECIALIST

### DEFINITION

Completes tax paperwork for the County Clerk's office.  
Assists with election preparation and procedures.

EXAMPLES OF IMPORTANT RESPONSIBILITIES AND DUTIES—important responsibilities and duties include, but are not limited to the following:

#### Essential Responsibilities and Duties

1. Responsible for all tax information required to be completed by the Department of Revenue, State Tax Commission, & State Auditor's Office; to include but not limited to the following RR & utility taxes; assessed valuations for cities and schools; tax levies for cities, townships, special road districts and schools; school apportionment to include DESE reports, Surtax Distributions, Private Car Tax distributions; Form 11/11A, Form 40.
2. Responsible for being a check and balance with the Collector & Assessors office by maintaining accounting of all assessment changes and collections with both the collectors & assessor's office.
3. Understand budget operations & bidding process.
4. Monthly reports of Add-ons and Abatements.

#### Other Important Responsibilities and Duties

1. Answers phone and provide assistance.
2. Assist during election process as assigned.
3. Performs other duties as assigned.

### QUALIFICATIONS

#### Knowledge of:

1. Office methods and procedures and the use and care of standard office equipment.
2. Microsoft Excel, Word.

#### Ability to:

1. Read and post numerical data rapidly and accurately.
2. Perform basic mathematical computations to include, addition, subtraction, multiplication, and division.
3. Understand oral and written instructions.
4. Communicate effectively verbally and in writing.
5. Prepare clear, concise, and organized business correspondence.

### EXPERIENCE AND TRAINING GUIDELINES

High School Diploma or GED. One to three years of job-related experience is desired.

To apply send applications and resumes to [countyclerk@henrycomo.com](mailto:countyclerk@henrycomo.com)

Applications can be found at <https://www.henrycomo.com/employment-and-employee-resources>