

**POSITION AVAILABLE**  
**Temporary Part-time**  
**CLERK– DELAWARE COUNTY AUDITOR’S OFFICE**

Ideal candidate for this position will be an honest, hard-working, detail oriented, self motivator with good written and oral communication skills. Candidate must be well organized, able to work with the public sector on a daily basis and possess ability to multi-task. Position will deal mainly with voter registration and real estate areas including, but not limited to, maintenance of voter registration system, researching and administrating platting laws and transferring of property. Position will also involve data entry, filing, accounting and other general Auditor’s Office duties.

Candidate should have excellent computer skills and experience with Microsoft Office products including Excel. Real Estate experience and familiarity with Arc GIS and/or ESRI products preferred but not required.