

IMMEDIATE

CLERK OPENING

The McDonald Prosecuting Attorney's office is seeking a full-time clerk. Responsibilities include maintaining restitution and check accounts, collections and issuing restitution payments. Additional duties include filing criminal charges and following case development. Position also serves as primary reception point with public. Financial, bookkeeping or related experience preferred. Pay and benefits commensurate with experience. Submit resume' in person to the McDonald County Prosecutor's office, McDonald County Courthouse, Pineville, MO.