



## Receptionist

Daviess County Fiscal Court is currently seeking applications for a full-time Receptionist in the Department of Administrative Services.

Position requires excellent communication, computer & telephone skills. Responsibilities include receiving and routing all incoming calls & visitors, receiving & recording all incoming funds; Serve as administrative assistant to the Commissioners. High school diploma or GED required; Associate's degree (A.A.) or equivalent from two-year college or technical school; or two years related experience &/or training; or equivalent combination of education and experience; valid Ky driver's license required.

Applications will be accepted thru July 22, 2019, & may be submitted online at [www.daviessky.org](http://www.daviessky.org) or picked up & returned to the Human Resource 212 St. Ann St., Room 202, Courthouse, Owensboro, KY 42303, or may be submitted at [www.daviessky.org](http://www.daviessky.org). EOE