



**JOB TITLE:** Deputy Treasurer I/Clerk

**DEPARTMENT:** Treasurer's Office

**FLSA STATUS:** Non-Exempt

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### **JOB DUTIES**

The Deputy Treasurer I/Clerk is responsible for the following:

- Receive and process payments for personal property and real estate taxes, utility bills, and other County assessments.
- Assist with real estate and personal property tax billing
- Is responsible for revenue posting, cashiering, and balancing a cash drawer daily.
- Perform office and clerical work as necessary and other duties as designated by the Treasurer.

### **EDUCATION AND EXPERIENCE**

#### **Required:**

- High school graduate or equivalent.
- Six (6) months of customer service experience.
- Strong computer skills (i.e. Microsoft Word, Excel, etc.)

#### **Preferred:**

- Cash handling/bank teller experience
- Prior experience in local government or financial institution

**To succeed in this role**, the candidate will have excellent communication (verbal and written), problem-solving, and customer service skills, in addition to familiarity with accounting, financial transactions and reporting. The candidate will also need to be proactive, can work with limited supervision, be capable of multi-tasking, and work in a fast-paced work environment.

***The Deputy Treasurer I/Clerk is under the direct supervision of the Treasurer.***