



JOB TITLE: Treasurer's Deputy I
Treasurer

DEPARTMENT: County

FLSA STATUS: Non Exempt

SUMMARY OF JOB

Performs routine to moderately complex secretarial, clerical and accounting duties for Treasurer of Bland County. The Deputy I is under the direct supervision of the County Treasurer.

JOB CONTENT

Responsibilities will include, but are not limited to the following: answer the telephone, greet the citizens, assist taxpayers with transactions, collect and post funds, maintain a data base of money collected, prepare daily balancing reports, receive and process mail, assist with general public requests, perform general clerical and word processing duties, assist with maintenance of the office filing system. Performs additional duties not specifically described in this job description as designated by the County Treasurer.

EDUCATION / KNOWLEDGE / ACCEPTABLE EXPERIENCE

High school graduate – required; cash handling and computer experience

Must be self motivated, reliable, confidential, honest, and have ability to follow procedures.

Experience - working with the public preferred.