Hiring Part-Time Position

Clark County Treasurer's Office

Deputy Treasurer

This position is responsible for clerical and administrative duties to support the Treasurer by processing revenue received by all County offices, balancing various budgets, and clearing payments made by the County. The Deputy Treasurer will utilize various computer software programs to account for revenue and collect tax payments. The Deputy Treasurer receives, screens, and directs customers using positive customer service skills.

Details: Hours- This position provides up to 19 hours per week.
Must have Friday availability
Pay- $12.00/hour

Required Qualifications: High school diploma or GED equivalent
Experience handling money and processing payments
Computer skills
Strong interpersonal/public relations skills/phone communication skills
Self-motivated, ability to work independently and meet deadlines with minimal supervision
Willing to take on progressively more challenging assignments
Well organized, high attention to detail and accuracy
Ability to maintain confidentiality and control sensitive and/or confidential information.

Additional Preferred (but not required) Qualifications: Speak English and Spanish proficiently

To apply please bring a resume and letter of interest demonstrating how you meet the above qualifications. Please include the contact information for three references- two professional and one character reference.

The position will remain open until a suitable candidate is found, but first consideration will be given to applications received <u>before 5:00 p.m. on February 7, 2020.</u>