

**Department/Division:** TREASURER' OFFICE

**Position:** Part-time Treasurer Clerk

**Qualifications:** High School Grad, Extensive knowledge in Excel, work related experience including training or experience in typing, mathematics, must have cash management experience and able to reconcile a daily cash drawer, perform office practices and procedures, data processing operations; or any combination of training education, or experience which provides the desired knowledge, skills and abilities to perform essential functions of this position. Needs to be self-motivated and express a positive attitude to serve in a public capacity.

**Equipment Operated:** (The following are examples only and are not intended to be all inclusive): Personal computer and applicable applications, printer, copy machine, fax machine, telephone, and other modern office equipment.

**Inherently Hazardous or Physically Demanding Working Conditions:** The employee has exposure to chemical compounds found in an office environment (e.g. toner, correction fluid, etc.); occasionally required to stand, walk, stoop, kneel, crouch, or crawl on even and uneven surfaces; occasionally required to lift, carry push, or pull objects 15 pounds or less; has contact with potentially violent or emotionally distraught persons.

**Note:** In accordance with the U.S. Department of Labor physical demands strength rating, this is considered sedentary work.

**JOB DESCRIPTION AND WORKER CHARACTERISTICS:**

- (1) Prepare and Collect Real Estate and Mobile Home Taxes
- (2) Greeting public and assist the general public in understanding their tax bills, tax questions, or direct to appropriate staff.
- (3) Help prepare Tax Bills for distribution.
- (4) Update mailing addresses in system for mailings.
- (5) Mail out tax bills when needed.
- (6) Calculate penalties and interest due to late payments.
- (7) Prepare and send letters to delinquent taxpayers when needed.
- (8) Answering phones and either answer questions regarding taxes or direct to appropriate office.
- (9) Open and distribute daily office mail
- (10) Answering Emails, as needed
- (11) Performs other related duties as assigned

Generally 20 hours per week varied between 8:00 a.m. and 4:00 p.m. Monday through Friday

**Drop off Resume to Treasure's Office**

**Brenda K. White, Preble County Treasurer**

**101 East Main St. Eaton, Ohio 45320**

**Preble County Courthouse, 2<sup>nd</sup> floor**

**937-456-8140**