JOB POSTING

SENECA COUNTY TREASURER

DEPUTY CLERK

CUSTOMER SERVICE

SEND RESUME TO THE SENECA COUNTY TREASURER

109 S. WASHINGTON STREET

SUITE 2105

TIFFIN, OHIO 44883

OR EMAIL TO :

AEVERHART@SENECACOUNTYOHIO.GOV

# PLEASE REPLY BY JULY 19, 2024

POSITION TITLE: DEPUTY CLERK-CUSTOMER SERVICE

**JOB OBJECTIVES:** THE SUCCESSFUL CANDIDATE WILL BE RESPONSIBLE FOR MAINTAINING THE ACCURACY OF FINANCIAL RECORDS AND COLLECTION OF PROPERTY TAXES WITH A TEAM OF FELLOW EMPLOYEES IN THE TREASURER’S OFFICE. THE CANDIDATE WILL REPORT TO THE TREASURER.

**ESSENTIAL JOB FUNCTIONS:**

\*WORK AS A TEAM WITH OTHER EMPLOYEES

\*CUSTOMER SERVICE DUTIES AT THE WINDOW AND ON THE PHONE \*PERFORM DAILY BALANCING AND BOOKKEEPING PRACTICES FOR THE OFFICE

\*COLLECTION OF PROPERTY TAXES USING A SCANNING SYSTEM \* REAL ESTATE ESCROW-PREPAY COUPON ADMINISTRATION

\*RECONCILIATION OF BANK ACCOUNT STATEMENTS

**JOB REQUIREMENTS:**

\*ABILITY TO USE A COMPUTER, COPY/PRINTER/FAX MACHINE, MONEY COUNTER AND ANY OTHER OFFICE EQUIPMENT NEEDED TO COMPLETE THE WORK ASSIGNMENTS

\*ABILITY TO COMMUNICATE EFFECTIVELY WITH THE GENERAL PUBLIC AND OFFICE EMPLOYEES

\*EXCELLENT KNOWLEDGE FOR USING MICROSOFT WORD AND EXCEL \*EXCELLENT VERBAL AND WRITTEN COMMUNICATIONS SKILLS

\*ACCURACY AND ATTENTION TO DETAIL

\*ABILITY AND WILLINGNESS TO USE OFFICE REQUIRED SOFTWARE

\*MAY BE REQUIRED TO LIFT BOOKS, BOXES, OFFICE SUPPLIES WEIGHING 15 TO 20 POUNDS

PAY SCALE/WORK HOURS:

\*STARTING PAY WILL BEGIN AT $ 17.00 PER HOUR BUT MAY BE NEGOTIABLE

\*WE WORK 37.5 HOURS PER WEEK WITH A 30 MINUTE UNPAID LUNCH

\*WE ARE PAID BI-WEEKLY (26 PAYS PER YEAR)