

Deputy Treasurer II

Do you love working with numbers and handling money? Is great customer service your forte? Do you prefer to work a regularly scheduled 8-5 job with no weekends or evenings? Then we are looking for you! The Davison County Treasurer's office is seeking a Deputy Treasurer II.

Duties include collection of taxes, assessments, and other monies due the county with complete and accurate records thereof. You will help with motor vehicle licensing and registrations, sorting mail, balancing accounts, and tax related tasks. This deputy will also assist with all aspects of the passport application process.

Must be able to work independently and be bonded once hired. Attention to detail, reliability, and people skills are necessary. Successful candidates must be very familiar with Microsoft Word and Excel. Two years of experience in customer service in an office setting is preferred.

Davison County offers a tremendous benefits package which includes health insurance, dental insurance, life insurance, paid time off, State Retirement with employer match, and an Employee Assistance Program. Rate is \$17.91-18.99 DOE.

Davison County is an equal opportunity employer. To apply, please submit the application found at www.davisoncounty.org to hr@davisoncounty.org.