

Treasurer's Office Part-time / Seasonal Position

This job is for a part time and seasonal worker.

Immediately through November 10th, 2022 and any days added as needed.

This job requires working with the public in person and over the phone.

Duties: Answer the telephone, look up properties and answer general questions about their property tax bills. Collect tax payments and apply them to the correct accounts. Balance the drawer used that day.

Hours : Monday through Friday 8 am – 4 pm.

Please Inquire in the Treasurer's Office.