

Starke County Treasurer's Office

Part-time/Seasonal Position

Start Date will be after January 2, 2025

The part-time/seasonal position is responsible for various office duties and assisting the public in the Treasurer's office. Must have a flexible schedule available to work during tax collection periods of mid-April to mid-May and also mid-October to mid-November. Must have availability to cover scheduled vacations, days off for other staff during the rest of the year and for staff conferences and educational training.

DUTIES:

Assisting the County Treasurer and Deputy Treasurer with office task.

Calculates and collects tax payments.

Answer telephone inquiries relating to tax matters.

Balancing of cash drawer and deposits.

All other duties assigned.

QUALIFICATIONS:

Must be 18 years of age.

Must pass drug test and background check.

Must have reliable transportation.

Ability to balance a cash drawer.

Ability to read, write, communicate effectively and clearly with employees and general public.

Ability to use an adding machine.

Please apply in the Auditor's office with application and resume.

Starke County is an equal opportunity employer