



# Melissa A Koch • Wayne County Treasurer

## JOB OPENING

**TITLE OF POSITION:** Deputy Clerk II

**NORMAL WORKING HOURS:** Monday – Friday 8:00 a.m. – 4:30 p.m.

**MINIMUM REQUIREMENTS:** Completion of secondary education plus two (2) years responsible secretarial experience or equivalent; must be proficient in the use of Microsoft programs including Word and Excel; possess strong customer service skills. Banking experience is beneficial but not required.

---

### **JOB DESCRIPTION**

The position of Deputy Clerk II will work directly with the public collecting tax payments and performing various other customer service duties. This position demands performance of several tasks simultaneously in a fast paced environment while upholding professionalism. A successful candidate for this position will have the ability to assist customers in a calm and patient manner and is able to quickly de-escalate upset customers. Strong communication skills are a must. This position requires accurate and responsible money handling skills via cash, check, and credit cards. The ability to count large sums of cash and proficiency on a 10 key calculator is a must. This position requires a person to have flexibility to be able to handle the demands of the supervisor on a daily basis and be able to meet statutory deadlines.

---

**Posting Period:**  
April 9, 2021 - Until Filled

**Contact Person:**  
Melissa A Koch  
Wayne County Treasurer  
Phone: 330-287-5450

**Address:**  
Wayne County  
Treasurer's Office  
428 West Liberty Street  
Wooster, OH 44691

Wayne County, Ohio is an Equal Opportunity Employer.

*This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent.*

\*Wayne County Employment Applications can be obtained at the Wayne County Treasurer's Office or online at <https://www.wayneohio.org/employment-opportunities> . Please mail or drop off the application along with your resume to the Treasurer's Office.