

WAYNE COUNTY TREASURER'S OFFICE

NOTICE OF JOB VACANCY

TITLE OF POSITION: Deputy Clerk II

NORMAL WORKING HOURS: Monday-Friday 8:00am – 4:30pm (37.5 hour/week)

MINIMUM REQUIREMENTS: High School Diploma or equivalent is required; Experience in data entry, typing, office management, and/or bookkeeping is preferred; Computer skills are necessary, including an understanding of databases and spreadsheets; Must possess strong communication and customer service skills.

JOB DUTIES

- Cashier tax payments and pay-ins, including cash, checks, credit/debit card while providing substantial customer service.
 - Run daily reports for credit card payments and upload into the database.
 - Reconcile with the Auditor's Office and accurately record daily income and expenses for the county.
 - Maintain a correction's list for adjusted tax bill and accurately document information regarding adjusted bills.
 - Process refunds to taxpayer accounts as needed.
 - Keep all Records Retention for the Treasurer's Office in accordance with Ohio's Sunshine Laws.
 - Manage lists of delinquent taxpayers for publication.
 - All other duties as assigned by the Treasurer.
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Posting Period:	Contact Person:	Address:
November 20, 2024 – until filled	Melissa A Koch	Wayne County
	Wayne County Treasurer	Treasurer's Office
	Phone: 330-287-5450	428 W Liberty St
		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 on the county's website online at www.wayneohio.org/employment-opportunities/.

Applications along with your resume can be dropped off, mailed to 428 W. Liberty St. Suite 2 Wooster, OH 44691; or emailed to treasurer@wayne-ohio.org.