

## **Job Opening: Part-Time County Office Deputy/Assistant**

### **Department: County Collector**

**Summary:** The deputy/assistant provides customer service to citizens in office, by phone, and by email. This position must accurately and efficiently complete payment processing for cash, check, and credit/debit card transactions. Typical software (ex. word, excel), as well as software specific to tax collection is used. All state laws governing the county office must be followed. This is a part-time position. Full time office hours are Monday through Friday, 8:00 a.m. to 4:30 p.m. Part time hours will be flexible February through September. Office attire is business casual. Pay is bi-weekly (direct deposit).

### **Essential Duties and Responsibilities:**

- \*Interact with public in person, by phone, mail, and email.
- \*Process payments for county taxes, licenses, and other fees.
- \*Daily use of computer: entering payments, issuing receipts, data entry, run reports, use spreadsheets, type letters, etc.
- \*Balance cash drawers and make bank deposits.

### **Job Requirements:**

- \*Must be able to work well with the public.
- \*High School Diploma or equivalent.
- \*Must be able to be bonded up to the amount of \$350,000.00 per Missouri Revised Statute 52.300.
- \*Payment handling experience. Must be able to count cash and make change. Must be able to determine if a check is written correctly. Must be able to use an adding machine. Must be willing to learn credit/debit card payment software.
- \*Good organizational skills, able to follow directions, able to work alone once a task is learned.

- \*Must be able to pay close attention to detail. Read checks closely, enter credit card information accurately, proofread documents, reports, letters, etc.
- \*Knowledge of word, excel, pdf, etc. Must be willing to learn any software used for the collection of county taxes.
- \*Must be willing to learn how other county offices impact and work with the Collector's office.
- \*Must be able to follow the state statutes governing the office, as well as the office policies put in place by the Collector.
- \*The busiest time in the Collector's office is November/December. Employee must be able to work consistently through those months.

**Please send resume and application to:**  
**Montgomery County Collector**  
**P.O. Box 2**  
**Montgomery City, MO 63361**