

JOB ANNOUNCEMENT

WASHINGTON COUNTY TREASURER'S OFFICE

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All Washington County News Media:

Akron News Reporter via e-mail

Otis Telegraph via e-mail

FULL-TIME TREASURER'S OFFICE EMPLOYEE

Notice is hereby given that the Washington County Treasurer will be accepting applications for a full time employee – Akron, Colorado. The position is available immediately, salary to be determined by the Treasurer based upon experience and qualifications. The person selected will serve under the general supervision of the Treasurer and Treasurer's Deputy. The full time employment will be 5 days a week during normal business hours. Responsibilities for the position will include but not limited to: Must be able to lift 15-20# and climb stairs, general office and accounting procedures in the collection of property taxes and miscellaneous daily collections. Applicant must possess a willingness to learn other job duties that pertain specifically to the Treasurer's office, write correspondence, work with the general public/tax payers, various county departments and perform other job related duties as required by County Treasurer. Experience in working with legal land descriptions would be beneficial but not required.

Experience should include a general knowledge and/or background in office operations, customer service, computer and telephone etiquette, be able to use Microsoft office programs, the ability to operate a 10 key calculator, handling of cash and other various office duties. The applicant should have the ability to learn the county financial computer system and possess verbal and written skills. High school diploma or GED required. Hours & Days: 8:00 am – 4:30 pm, Monday through Friday. Applications can be picked up at the Treasurer's office at 150 Ash Ave., Akron, Colorado or on our website at: www.co.washington.co.us – then select Careers Tab and General Employment application. Written applications must be received at the Treasurer's Office by 4:30 p.m. on August 30, 2019. References will be required. Benefit package available after probation period. Position will be considered open until filled.

Washington County is an equal opportunity employer, and does not discriminate on the basis of race, creed, color, religion, or sexual orientation. Must be able to pass background and drug test.