



JOB ANNOUNCEMENT  
Deputy Treasurer  
¾ time position with prorated benefits  
Grade 13 @ \$14.17 per hour

Performs a variety of **working level complex accounting and clerical tasks** as needed to expedite the mailing, collecting, receipting and disbursing of county property tax; participates in the issuance of tax notices and recording of tax remittances as required by law of the office of County Treasurer. Assists in preparation of monthly reconciliation of all county financial institution accounts.

Working knowledge of the operation and responsibilities of the County Treasurer's office; laws and regulations governing tax assessment and collection in the county; bookkeeping practices and procedures; general office maintenance, (i.e., record keeping, filing, indexing, etc.); interrelationships of various county offices; tax process and related charges and fines; standard banking processes and reconciliation procedures; telephone etiquette, computer format and data entry on the County system.

Graduation from high school and preference will be given to applicant who has an Associate Degree with a background in accounting, bookkeeping, or related field and One (1) year of responsible work experience providing exposure to above or related duties or an equivalent combination of education and experience.

Must be bondable.

Must be able to write legibly.

Must be able to operate computer keyboard and 10-key by touch.

Applicants for employment may be required to undergo a drug test and background check as a condition of employment.

Send, fax, or email resume to: Mary Huntington, Emery County Personnel, Box 907, Castle Dale, UT 84513. Fax: 435-381-2308 Email: [maryh@emery.utah.gov](mailto:maryh@emery.utah.gov)

POSTING CLOSES May 25, 2018, at 5:00 p.m.

EMERY COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER