



# Rogers County Job Opportunity

If interested, complete an [application](#) and return to the Rogers County Treasurer's office or email to: [ddicks@rogerscounty.org](mailto:ddicks@rogerscounty.org).

Title: <b>Deputy Treasurer (Tax Department)</b>	Department: <b>Treasurer</b>
Reports to: <b>Treasurer</b>	FLSA Status: <b>Non-Exempt</b>
Pay: <b>Based Upon Experience (\$35,000-\$45,000)</b>	Full Time/Part Time/Temp: <b>Full-Time</b>
Position Posted: <b>11/02/2022</b>	Posting Closes: <b>Until filled</b>

## Position Profile

- Answering phones, greeting customers and ability to multitask in a fast-paced environment.
- Responsible for processing Tax Payments and various other forms of fees/collections while producing high quality detailed work based on established office procedures.
- Provides comprehensive customer service, including delivery of accurate, prompt, and courteous assistance to internal and external customers, both verbally and in writing in a professional, polite, and courteous manner.
- Position is instrumental in ensuring the proper collection and balancing of daily cash register transactions and receipts with efficiency while following office policy and procedures.

## Qualifications and Requirements

- Exceptional customer service skills and strong team mentality.
- Accurately manage and process cash, check, money order, cashier's check, and credit card transactions.
- Ability to prioritize work tasks and meet deadlines as a team.
- Must be articulate, accountable and maintain a high level of accuracy when utilizing various systems and office procedures.
- Willing to learn and work in an organized and structured environment.
- Ability to identify issues, analyze and design solutions as a team.
- Need to be 18 years of age or older with a high school diploma or GED equivalent.
- Able to pass a pre-employment drug and background screening.

## Physical Demands

Must be able to speak and communicate loud and clear. Normal physical demands are expected: sitting throughout the day, using a keyboard, looking at a computer screen, communicating clearly with the public and courthouse staff members.

## Notice:

The qualifications, physical demands, and work environment described herein are representative of those an employee will encounter and must meet to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities.

**Rogers County is an equal opportunity employer.**