

Charles City County Treasurer's Office

Full Time Clerk Position Available

Charles City County Treasurer's Office is seeking a Full Time Clerk position.

Examples of Work:

-Performs a full range of customer service duties such as providing information, researching problems, performing collections or making arrangements on customer accounts, answering inquiries, and receiving and processing payments.

-Count cash, checks, payments via credit card and other payment transmittals; calculates and compares with records and receipts in order to verify, balance, and reconcile totals and ensure all monies are accounted in an accurate and complete manner.

Required Knowledge, Skills and Abilities:

Working knowledge of the principles and practices of customer service and of standard office practices and procedures. Ability to exercise tact and diplomacy in dealing with the public; to interact with a variety of people from different cultures and backgrounds and of varying ages; to perform mathematical calculations; to communicate effectively orally and in writing; to operate a personal computer and related software (i.e. AS 400 experience preferred but not required) and other standard office equipment; to develop and maintain effective working relationships with internal and external customers.

Minimum Education and Experience:

High school diploma or GED; one year of customer service experience; or an equivalent of training and experience.

Submit resume by **March 31, 2016** to Charles City County Treasurer, P.O. Box 38, Charles City, VA 23030. Salary \$24,223.13