

POSITION VACANCY

APPLICATIONS WILL BE ACCEPTED FROM THE GENERAL PUBLIC

STARTING MARCH 14, 2025 UNTIL MAY 14, 2025.

JOB TITLE: Two Seasonal Part-time Deputy Clerks, 13480, 13490

Date Posted: March 14, 2025
Department: Treasurer
Hours: Seasonal – no more than 29 hrs/wk
Salary: \$19.17 per hour

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Wayne County provides reasonable accommodation to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless the accommodation would cause an undue hardship.

Incumbent serves as Seasonal Part-time Deputy Clerk for the Treasurer's Department, responsible for providing administrative support to office personnel and assisting the public.

DUTIES

Answers telephone, responding to inquiries, taking messages, and/or directing calls to appropriate department or individual.

Performs various clerical tasks, including processing incoming and outgoing mail, preparing correspondence, updating and entering address changes and tax parcel codes on computer, and filing as appropriate.

Assists public with tax information, responding to inquiries and processing various permits and forms, including mobile home permits, inheritance tax forms and tax clearance forms.

Assists in maintaining bank and mortgage company information, including escrow account data.

Performs related duties as assigned.

I. JOB REQUIREMENTS AND DIFFICULTY OF WORK:

High School diploma or GED. Accounting and/or previous banking experience preferred.

Working knowledge of standard office practices and basic computer skills, and the ability to apply such knowledge to a variety of interrelated processes, tasks, and operations.

Knowledge of state laws pertaining to tax collections and ability to apply such laws accordingly.

Working knowledge of Standard English grammar, spelling and punctuation, and ability to prepare written reports and financial statements as required.

Ability to properly operate a variety of standard office equipment, including computer, telephone, calculator, typewriter, postage meter, fax machine, and copier.

Ability to effectively communicate orally and in writing with co-workers, other County departments, mortgage companies, banks, realtors, attorneys, abstract companies, and the public, including being sensitive to professional ethics, gender, cultural diversities and disabilities.

Ability to provide public access to or maintain confidentiality of department information and records according to state requirements.

Ability to comply with all employer and department policies and work rules, including but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to make simple arithmetic additions/subtractions, such as calculating taxes and judgment payments.

Ability to understand, memorize, retain and follow oral or written instructions.

Ability to file, post, mail materials, copy data from one document to another, and maintain organized files.

Ability to work alone with minimum supervision and with others in a team environment.

Ability to work rapidly for long periods, under time pressure, and on several tasks at the same time.

Ability to apply knowledge of people and locations.

Possession of a valid driver's license and demonstrated safe driving record.

II. RESPONSIBILITY:

Incumbent performs a variety of standard and recurring duties with priorities determined by supervisor and service needs of the public. Assignments are guided by broad principles and/or general objectives, with a high degree of flexibility in the job. Decisions are always determined by specific instructions or existing, well established policies and procedures. Errors in work are primarily detected or prevented through prior instructions from supervisor, supervisory review, and procedural safeguards. Undetected errors could result in loss of time to correct error and/or work delays in other departments/agencies.

III. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with co-workers, other County departments, mortgage companies, banks, realtors, attorneys, abstract companies, and the public for the purpose of giving and receiving information.

Incumbent reports directly to Treasurer.

IV. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs a majority of duties in a standard office environment, involving sitting/walking at will, sitting for long periods, lifting/carrying objects weighing less than 25 pounds, close vision, bending/crouching/kneeling, keyboarding, handling/grasping/fingering objects, hearing sounds/communication, and speaking clearly. Incumbent occasionally works extended hours.

**APPLY AT: WAYNE COUNTY GOVERNMENT HUMAN RESOURCES
 401 E. MAIN STREET, RICHMOND, IN 47374**

Or on-line @ <http://www.co.wayne.in.us>

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IS AN EQUAL OPPORTUNITY EMPLOYER***

Temporary Part-time