

HUTCHINSON COUNTY TREASURER'S OFFICE

POSITION AVAILABLE: FULL TIME / ASSISTANT TREASURER

REQUIREMENTS:

Must be able to maintain confidentiality in matters dealing with the county.

Computer experience (MS Word & Excel, will train on the Software programs)

Successful applicant must qualify to be issued a surety bond by an insurance provider acceptable to the Commissioner's Court.

Must be able to learn quickly and retain information on different types of transactions that will be encountered on a daily basis.

Must have basic math skills.

Have and maintain the ability to concentrate on a task over a period of time without being distracted and work well with interruptions.

Willing to work hours necessary to meet public demands and deadlines.

DUTIES INCLUDE:

Primary duty is **preparing all aspects of payroll and Human Resource.**

Answer telephones, direct calls and take messages.

Assist people in person and over the telephone with information as needed.

Compile, copy, sort and file records of the office.

Organize and maintain accurate records.

Work independently on assigned duties

Regular attendance is required.

Carry out all other duties not listed herein that might be required by the County Treasurer for the proper operation of the office.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. This position requires the employee to be able to sit, stand or walk for prolonged periods of time. May be occasionally required to lift, carry, push, pull or move objects weighing up to 20 lbs.

Normal office hours are Monday-Thursday 8:00 am to 12:30 pm 1:30 pm to 6:00 pm. Salary is based on 40 hours per week so you may be required to work up to 40 hours per week with no additional compensation.

Application may be picked up at:
Hutchinson County Treasurer's Office
Room 204, County Courthouse
500 Main St, Stinnett, TX 79083

or

Online: www.co.hutchinson.tx.us
Fax: (806) 878-4029
amyb@hutchinsoncnty.com
kgarcia@hutchinsoncnty.com

Closing date for accepting applications will be Thursday, November 25, 2024 at 5:00 pm