

DEPUTY COUNTY TREASURER – MARSHALL COUNTY

Position: Deputy County Treasurer

Job Description: Provides assistance to the public to resolve inquiries in a professional and courteous manner. Expected to follow established policies and procedures and conduct customer inquiries, research discrepancies and process payments. Will perform general office tasks in support of the customer both in person and over the phone. Responsible for preparing and processing incoming and outgoing mail. This position will receive specialized training to resolve front line tax matters including computation, records management and research. Punctuality and the ability to work efficiently with multiple vendors and agencies is a must.

Start Date: August 15, 2024

Location: Marshall County Courthouse in Madill, Oklahoma

Hiring Official: Laura Larkin, County Treasurer

Salary: \$38408.64 annually

Benefits: County Employment (includes annual and sick leave, retirement and insurance benefits. The County pays 100% of the employee's insurance benefits)

Working hours: Monday through Friday 8:30am – 5:00pm

Necessary Qualifications: Graduation from High School or the equivalent GED certificate.

Experience with Microsoft Office applications (MS Word, Outlook, Excel, Teams, etc)

Experience operating various types of office equipment (10-key, multi-line phone, fax, bar code scanner, PC)

Customer Service skills and phone etiquette are crucial for this position, so experience in these areas is beneficial but not required. On the job training is available.

Must be able to provide and pass a pre-employment drug screening

Experience in cash handling is beneficial but not required. On-the-job training is available.

Resumes should be directed to: Laura Larkin, County Treasurer
100 Plaza, Rm104
Madill, OK 73446
580-795-2463
Laura.l@marshallcountyo.com

Resumes will be accepted through close of business July 31, 2024