

EMPLOYMENT NOTICE

JOB TITLE: DEPUTY TREASURER – PART TIME
DEPARTMENT: TREASURER’S OFFICE
LOCATION: BURNET COUNTY ANNEX ON THE SQUARE
SALARY: COMMENSURATE WITH EXPERIENCE

GENERAL STATEMENT OF DUTIES:

This is a non-supervisory position, which involves independent judgment. Duties include performing clerical work requiring application of various complex work methods and procedures; receive all county funds; process payroll and all related reports; receive timesheets and keep employee leave records; policy, procedure and compensation compliance; administration of retirement; and such other related duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of: Proper office practices and procedures, including standard telephone etiquette; English grammar, spelling, and punctuation; general accounting principles; 10 key by touch; Word and Excel. Must be self-motivated.

Skill/Ability to: understand and follow oral and written instructions; communicate effectively verbally and in writing; interpret and explain policies, procedures, rules and regulations; plan work and carry through to completion without close supervision; establish and maintain effective working relationships with coworkers, other county departments and the general public.

ACCEPTABLE EXPERIENCE AND TRAINING:

Applicant must be a high school graduate or its equivalent. Previous accounting/finance work preferred, but not required.

CERTIFICATE AND LICENSE REQUIREMENTS:

Required to be bondable under the County Treasurer’s Official Bond.

EQUAL EMPLOYMENT OPPORTUNITY:

Burnet County complies with all State and Federal laws re: non-discrimination against any person in job structuring, recruitment, examinations, election, appointment, placement, training, upward mobility, discipline, or any other aspect of personnel administration based upon race, age, religion, color, disability, national origin, sex, political affiliation or belief, or any other non-merit factor. Personnel decisions shall be made on the basis of occupational qualifications and job-related factors such as skill, knowledge, education, experience, and ability to perform specific jobs.

APPLICATIONS:

Each applicant is required to submit an application for employment with pertinent information regarding training and experience. Application forms may be obtained between the hours of 8:00 am and 5:00 pm from the Treasurer’s Office, Burnet County Courthouse on the Square at 133 E Jackson St or the Burnet County Courthouse, 220 S. Pierce St. Completed applications will be accepted at the Treasurer’s Office or by fax at 512-715-5259 until the position is filled.