

Guernsey County Treasurer's Office

Job Title: Deputy Treasurer

Location: 627 Wheeling Avenue, Cambridge, Ohio 43725

Position Type: Full-Time

Level/ Salary Range: Commensurate with experience

Job Description

The Deputy Treasurer collects payments from taxpayers and county departments, manages incoming phone calls, and maintains an accurate and balanced cash drawer. This role requires regular interaction with the public and internal departments, offering a courteous and professional demeanor. Additional duties may be assigned to support the overall efficiency and operations of the Treasurer's Office.

Roles and Responsibilities

- Process payments received from the public and various county departments in a timely and accurate manner
- Maintain and reconcile a cash drawer with precision and attention to detail
- Utilize office equipment, including computers and adding machines, to complete daily tasks
- Handle incoming and outgoing phone calls, providing clear and courteous responses to property tax inquiries
- Ensure compliance with confidentiality protocols in all communications involving residents and protected data
- Remain on your feet for extended periods during peak tax collection times
- Demonstrate professionalism and strong interpersonal skills when engaging with the public
- Perform occasional lifting as needed to support office operations
- Carry out additional duties as assigned to ensure smooth and efficient workflow

Qualifications and Education Requirements

- High school diploma or equivalent required; additional training in office administration, finance, or public service is preferred
- Ability to multitask and stay organized in a fast-paced office environment
- Strong computer skills, including familiarity with Windows operating systems and Microsoft Office applications such as Word, Excel, and Outlook
- Excellent attention to detail, time management, and communication skills

Email resumes by October 17, 2025 to Sharon Secrest at ssecrest@guernseycounty.org