

Pickaway County Treasurer – Deputy Clerk/Teller

At the Pickaway County Treasurer's office, we are looking for an individual able to manage a cash drawer, collect and properly receipt payments, complete reports on daily operations and be willing to take on other tasks as assigned. The position requires attention to detail along with the ability to multi-task.

The successful candidate will need strong customer service skills, be able to work in a team environment, be proficient in the handling of cash, have the ability to work in Microsoft Windows and have a basic understanding of Excel.

This is a full-time position with starting pay at \$18 per hour (negotiable based on experience). Pickaway County offers a competitive benefits package including vacation and sick time, health insurance and Ohio Public Employees Retirement.

Interested candidates should submit their resume, cover letter and references to:

jhowley@pickawaycountyohio.gov

Or mail to:

John Howley
Pickaway County Treasurer
110 Island Rd, Suite E
Circleville OH 43113

Pickaway County is an Equal Opportunity Employer