

## JOB OPPORTUNITY ANNOUNCEMENT

DATE: 03/14/2025

POSITION: Assistant County Treasurer III

DEPARTMENT: County Treasurer

BEGINNING SALARY: \$1200.00 Semi-monthly

### REQUIREMENTS:

- Must be at least 18 years of age;
- Must have working knowledge of business English, Spelling and Arithmetic.
- Must have working knowledge of office practices and procedures, and of departmental rules and regulations;
- Must have ability to understand and carry out oral and written instructions and to request clarification when needed;
- Must be able to meet the public well and to deal calmly and effectively with their questions or problems, seeking assistance when needed;
- Must be able to establish and maintain effective working relationships with co-workers and employees and officials in other departments;
- Must be able to communicate effectively both orally and in writing;
- May be required to type accurately at a speed of at least 35 words per minute and/or to operate a calculator by touch;
- Must be able to lift and carry 25 lbs effectively and safely;
- Must have computer experience;
- Any other duties assigned

### ACCEPTABLE EXPERIENCE AND TRAINING:

- High school graduation or its equivalent
- At least six months experience in clerical work preferred but not required;
- Preferred Experience in Payroll, Accounts Payable, Revenues, HR, and Insurance;
- Working experience in Word, Excel and Adobe preferred;
- Any equivalent combination of experience and training which provides the required knowledge, skills and abilities;
- May be required to be bondable.

To be considered you must complete an employment application in full and turn it in to the Upshur County Treasurer's Office located inside the temporary County Courthouse building, 150 E. Jefferson St., Gilmer, TX. If you have turned in an application within the past two years contact the Treasurer's Office to let them know you would like to be considered for this position. You must pass a pre-employment drug & alcohol test to be eligible for employment. There is a 6-month introductory period.

Upshur County is an equal opportunity/affirmative action employer.