



JOB LISTING

January 23, 2023

LEE COUNTY TREASURER'S OFFICE

POSITION - FULL TIME / DEPUTY

BENEFITS – Holidays, Vacation, Personal, Sick Leave, Retirement, Insurance

ELIGIBILITY - High School diploma or equivalent

REQUIREMENTS – Two years computer experience (MS Word & Excel/will train on other software programs)
Must possess excellent public relations, communication & telephone skills
Criminal background check will be done
Must be able to be bonded & insured

DUTIES: MUST BE VERY EFFICIENT IN THE FOLLOWING:
Accounts Payable and Receivable experience preferred
Payroll
Filing
Answering Phones
Typing/Data entry
Organize and maintain accurate records
Handle a multi-task environment, very fast-paced environment
Effectively work closely with others
Respond to requests and inquiries from employees and the general public
Work independently on assigned duties
Work will involve confidential information
Moderate lifting (10-50 pounds)
Carry out all other duties not listed herein that might be required by the County Treasurer for the proper operation of the department

Applications may be picked up at:
Lee County Treasurer's Office
Located at Lee County Courthouse Annex
898 East Richmond, Room 102
Giddings, TX 78942

or Download from the Lee County, Texas website at www.co.lee.tx.us **Click on Employment Opportunities.**

Applications **MUST** be returned by mail or hand delivered to the Lee County Treasurer's Office.

Deadline to submit application: Open until position is filled