

# Whitley County Government

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**POSITION:** Cashier  
**WORK SCHEDULE:** 20 hours week // Hours Vary

Incumbent serves as Cashier for the Treasurer, responsible for processing payments, assisting tax payers and lenders, and balancing cash drawer.

**DUTIES:**

- Processes payments and receipts.
- Balances cash drawer.
- Answers telephone and greets office visitors, providing information and assistance, responding to inquiries, and/or directing callers to appropriate individual or department.
- Issues and processes alcohol and mobile home permits.
- Interprets and verifies tax information.
- Deposits checks using remote capture machine.
- Performs duties of Chief Deputy in his/her absence.

**SKILLS AND KNOWLEDGES:**

- High school diploma or GED.
- Ability to meet all department hiring requirements, including passage of a drug test.
- Working knowledge of standard office policies and procedures and ability to apply such knowledge to a variety of interrelated processes, tasks, and operations.
- Working knowledge of and ability to make practical application of standard bookkeeping principles, and ability to make simple arithmetic calculations, maintain and reconcile accurate records, and prepare detailed reports as required.
- Working knowledge of standard office equipment, including computer, telephone, postage meter, copier, and calculator.
- Ability to competently service the public with diplomacy and respect, including occasional encounters with irate/hostile persons
- Ability to provide public access to, or maintain confidentiality of, department information and records according to state requirements.
- Ability to work alone with minimum supervision and with others in a team environment.
- Ability to occasionally work extended hours.

**Please send resume/application to the address or e-mail listed below. Accepting resumes / applications through Friday January 17, 2020.**

**Human Resources** – wchr@whitleygov.com  
220 W Van Buren Street  
Columbia City, IN 46725  
Fax: 260-248-3130

**\*\*WHITLEY COUNTY GOVERNMENT IS AN EQUAL OPPORTUNITY EMPLOYER\*\***