

**JOHN E. COFFIELD**  
**SHELBY COUNTY TREASURER**

129 E. Court Street  
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**JOB ANNOUNCEMENT**

(Equal Opportunity Employer)

**JOB TITLE:** Full-time Deputy Treasurer (33 Hours per Week)

**SALARY RANGE:** \$12.50 - \$13.33/hour

**JOB RESPONSIBILITIES:** Under the direction of the Shelby County Treasurer, performs all duties of the Treasurer's office including, but not limited to, assisting the public, answering the telephone, processing tax payments, interaction with other county departments, assist in managing pre-pay and pay plan programs, nightly balancing of cash draw and other duties as needed.

**QUALIFICATIONS:** Must be bondable and subject to a background check; demonstrate accuracy with money transactions; effective verbal and written communication skills; attention to detail; must be honest, dependable, and punctual; able to work independently as well as with other staff members; computer skills including Excel and Word; keeping calm and composed when dealing with customer in person and on the phone.

The County offers a benefit package including PERS and Health Insurance. Hours are 8:30-4:45 M-Th and 8:30-12:30 Friday.

Resumes may be sent to [jcoffield@shelbycountytreasurer.com](mailto:jcoffield@shelbycountytreasurer.com) or dropped off in person in the office. Deadline for submitting resumes is Monday, September 25, 2017.