

TREASURER'S OFFICE PART-TIME CLERK POSITION JOB DESCRIPTION:

At this time the duties are as listed but can be changed or added to as needed:

- Post Office and Bank Deposit run daily within Hugo city limits.
- Check and respond to/forward messages, handle and/or direct incoming phone calls.
- File paperwork in appropriate location, complete miscellaneous data entry as needed.
- Occasionally handle incoming tax payments via phone, in-person and through the mail; send correspondence back to customers and tax servicing companies via mail and email as needed.
- Must be able to handle basic office duties; greeting and directing customers to the appropriate office/person via phone or in-person; sitting and standing for extended periods as needed; lift (up to) 20 pounds in tax roll books and boxes; have comfortability with working on the computer using various programs such as Excel, Word, and working on the internet. You must be willing to learn programs even if you haven't worked with them before such as Tyler.
- Be willing to adjust and/or plan your schedule a month or more in advance; be open to various times throughout the year being needed for additional hours in a week to complete certain tasks like sending notices or handling incoming tax payments close to deadlines etc. Also be willing to possibly cover additional hours or be alone in the office if others are out of the office.