

DONNA B. NUNNALLY
TREASURER

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COUNTY OF PRINCE EDWARD, VIRGINIA

DEPUTY TREASURERS

STEPHANIE M. BAPPERT

JENNA C. POWELL

AMY A. SWAYNE

LADYBIRD LIGON

JENNIFER R. BAKER

DEPUTY TREASURER

Candidates must be a U.S. Citizen, be 18 years of age, have a high school diploma or equivalent and experience involving customer service.

General Definition:

Performs responsible, skilled clerical work assisting with the operation of the Treasurer's Office. Work is performed under regular supervision of the county Treasurer.

Knowledge and Skills:

General knowledge of the principles underlying the laws, ordinances and regulations governing the operations of the Treasurer's Office. Some accounting, business, and office practices knowledge. Ability to operate standard office equipment and word processing software. Proficient in typing. Prior experience in cash handling. Ability to establish and maintain effective working relationships with associates and the public.

Essential Functions/Tasks:

Receiving payments, recording receipts, reconciling accounts, and assisting the public. Examples include but are not limited to:

- Receiving & processing personal property and real estate tax payments
- Answering phone calls and e-mails from citizens
- Accurately manage payments and verify cash and checks within register daily
- Assist the public with questions regarding paid and unpaid tax statements
- Perform general office tasks as assigned

Physical Requirements:

Light work. Requires up to 10 pounds of force frequently and up to 20 pounds of force occasionally.



PRINCE EDWARD COUNTY TREASURER'S OFFICE

Deputy Treasurer Position

The Prince Edward County Treasurer is accepting applications for the full-time position of deputy treasurer.

The successful applicant will be able to provide a high level of customer service to the citizens of Prince Edward County. A high school diploma or equivalent is required. This is to be supplemented by experience handling money and a combination of computer/office administration/financial courses. A proficiency in Microsoft Word and Excel is preferred.

Please submit a completed county application to the Prince Edward County Treasurer, P. O. Box 522, 124 North Main Street, 2nd Floor, Farmville, VA 23901, or via email to treasurer@co.prince-edward.va.us.

Application deadline: Open until filled.

County applications and a complete job description are available on the County's web site at www.co.prince-edward.va.us.

EOE