

# CLERK – TREASURER’S OFFICE

*Cherokee County, SC*

**Location**

110 Railroad Avenue  
Gaffney, SC 29340

**Job Type**

Full Time

**Department**

ADMINISTRATION

**FLSA**

NON-EXEMPT

**Job Summary**

This is a full-time position responsible for providing support to the County Treasurer and all residents that need services within the Treasurer’s Office. Duties include but are not limited to: receiving tax payments, issuing refund checks, and assisting taxpayers with routine questions. This position requires the ability to perform calculations quickly and accurately in a fast-paced office environment. This position requires excellent written, verbal, and customer service skills.

## Essential Functions

Essential Functions	% of Time
<ul style="list-style-type: none"><li>• <b>Tax Payment Assistance</b><ul style="list-style-type: none"><li>➤ Services taxpayers at the counter and drive-thru window with tax payments and various questions regarding taxation.</li><li>➤ Answers telephone to assist taxpayers and mortgage companies with tax related questions.</li><li>➤ Process vehicle and real estate refunds for taxpayers.</li><li>➤ Processes tax payments mailed directly to Treasurer's Office.</li></ul></li></ul>	75%
<ul style="list-style-type: none"><li>• <b>Administrative Duties</b><ul style="list-style-type: none"><li>➤ Directs customers to the appropriate County offices based on services needed if they are not related to the Treasurer's Office.</li><li>➤ Balance cash drawer daily at station.</li><li>➤ Clear DMV license suspensions when necessary.</li></ul></li></ul>	20%
<ul style="list-style-type: none"><li>• <b>Other Misc Duties as Assigned:</b><ul style="list-style-type: none"><li>➤ Assist the County Treasurer with special projects under their direction as needed.</li></ul></li></ul>	5%

## Qualifications

### Job Requirements

- Excellent computer and math skills
- Multi-tasking abilities
- Minimum of 2 years general clerk and customer service experience
- Proficient with technology, i.e. Microsoft Office Products, Phone Systems, Etc.
- Must be able to successfully pass a drug screen and background check

### Preferred Qualifications

- Associate's degree in Business Administration or related

## Performance Requirements

- Knowledge of the policies, procedures, and activities of the County and practices related to administrative and government work.
- Knowledge of the assigned functions and assigned departments necessary in the completion of daily responsibilities
- Knowledge of the terminology, principles, and methods utilized within the County
- Knowledge of standard administrative practices
- Effective communication and ability to interact well with employees, supervisors, members of the general public
- Skill and mathematical ability to handle required calculations
- Ability to multi-task in a fast-paced office environment.

## Other Information

### Working Conditions

**Primary Work Location:** Cherokee County Administration Building  
110 Railroad Avenue Gaffney, SC 29340

**Physical Demands:**

Frequently requires the need to sit, operate computer equipment, transport and reposition <5 pounds of material/equipment from ground to waist and at waist level.

**Mental Demands:**

Continuously requires the general ability to learn and to understand instructions and underlying principles; understand and follow oral and written instruction, and the ability to make decisions in accordance with established procedures and policies.

### Americans with Disabilities Act Compliance

Cherokee County is an Equal Opportunity Employer. To perform this job successfully, an individual must be able to perform each essential job duty satisfactorily. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform essential job functions. Prospective and current employees should contact Human Resources to request an ADA accommodation.

### Disclaimer

The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.