

CLERK – TREASURER'S OFFICE

Cherokee County, SC



Location

110 Railroad Avenue
Gaffney, SC 29340

Job Type

Full Time

Department

TREASURER'S OFFICE

FLSA

NON-EXEMPT

Job Summary

This is a full-time position responsible for providing support to the County Treasurer and residents seeking services within the Treasurer's Office. Duties include receiving tax payments, issuing refund checks, processing mailed payments, and assisting taxpayers with questions regarding vehicle and real estate taxes. This position requires strong customer service skills, accurate calculations, and the ability to work efficiently in a fast-paced office environment.

Essential Functions

Essential Functions	% of Time
Tax Payment Assistance	75%
- Services taxpayers at the counter and drive-thru window with tax payments and tax related questions.	
- Answers telephone inquiries from taxpayers and mortgage companies regarding tax matters.	
- Processes vehicle and real estate refunds for taxpayers.	
- Processes tax payments mailed directly to the Treasurer's Office.	
Administrative Duties	20%
- Directs customers to the appropriate county offices when services requested are not related to the Treasurer's Office.	
- Balances cash drawer daily.	
- Clears DMV license suspensions when necessary.	

Other Duties as Assigned

5%

- Assists the County Treasurer with special projects as needed.

Qualifications**Education and Experience**

- High school diploma or equivalent
- Excellent computer and math skills
- Ability to multi-task in a fast-paced office environment
- Minimum of two years general clerk or customer service experience
- Proficiency with Microsoft Office and office technology
- Must be able to pass a drug screen and background check

Preferred Qualifications

- Associate's degree in Business Administration or related field.

Knowledge, Skills and Abilities

- 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

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 accommodation may be made to enable qualified individuals with disabilities to perform essential job functions. Prospective and current employees should contact Human Resources to request 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.