

The Nelson County Treasurer's office is seeking interested and qualified applicants for the following Position:

Job Position: Full-Time Deputy Treasurer (40 hours weekly)

Hiring Range: \$37,499-45,987 Dependent upon Qualifications

Beginning Date: September 3rd, 2024

Requirements: Minimum High School Diploma or GED equivalent, must be a team player, proficient in Excel and Microsoft Word, previous cash handling and/or accounting is mandatory, knowledgeable of general office equipment, able to handle confidential information in a professional way, able to communicate courteously and efficiently in oral and written form and be highly attentive to detail.

Responsibilities: Greet and assist the public in a professional and courteous manner, accept and process payments, answer telephone calls and respond to emails, manage office supply inventory, and other general office duties or responsibilities as needed.

No telephone calls please! EOE. Qualified applicant will be subject to a background screening.

Submit Resume and a completed Nelson County job application via:

Mail: Nelson County Treasurer, Attn: Neely, PO Box 100, Lovingston VA 22949

Or by Email: [nhull@nelsoncounty.org](mailto:nhull@nelsoncounty.org)

Or drop box: Located curbside at the Courthouse beneath the flags