



# EMPLOYMENT NOTICE

## Grayson County Treasurer Office Deputy Treasurer

Applications are being accepted for a full-time position as Deputy Treasurer for Grayson County. Responsibilities include but are not limited to: Billing and collection of county real estate taxes and personal property taxes. Sales of county dog licenses. Collection of state income payments and estimated income tax payments. Maintain and balance water department and solid waste accounts. Bill and collect water/solid waste fees bi-monthly. Work in unison with meter reading and meter installation personnel. General office duties include filing, assisting with bank deposits, mailing, etc. Ability to assist general public with tax related questions, quality customer service skills and excellent phone etiquette are required. Good communications skills, tolerance, and patience are also a must.

Substantial basic computer skills are essential. Microsoft software knowledge preferred. Must be able to quickly learn and operate proprietary financial software.

Please email your resume, a Virginia State Application and minimum salary requirements to the following email address by Jan. 30, 2021.

[phall@graysoncountyva.gov](mailto:phall@graysoncountyva.gov)

R.L. Hall, Jr., Grayson County Treasurer