

## Pulaski County Deputy Treasurer Position

The Pulaski County Treasurer is seeking an individual for a Deputy Treasurer I position. The primary responsibilities are assisting citizens at the front window, answering phones, processing tax payments, balancing daily receipts and filing. Must have excellent data entry and calculator skills. Applicant should have outstanding verbal communication skills, including telephone, working with the public and other county and state employees. Knowledge of Bright software preferred. Applicant must be a high school graduate or equivalent.

Salary is \$22,500. This is a full time position with benefits: Health insurance, dental insurance, life insurance, optional vision insurance, state retirement program as well as other investment opportunities, sick and vacation leave and paid holidays.

Interested persons must apply at the Virginia Employment Commission Office, 206 Third Avenue, Radford VA 24141, Monday through Friday, 8:30am to 4:30pm. You may also fill out an application on the Pulaski County Website at [www.pulaskicounty.org](http://www.pulaskicounty.org), and mail to Pulaski County Treasurer's Office, 52 W. Main Street, Suite 100, Pulaski VA 24301.

Deadline for applications is November 1, 2017.

Equal Opportunity Employer