

Deputy Treasurer Position

Applications are being accepted by the Grayson County Treasurer's Office for a position as Deputy Treasurer I. Responsibilities include but are not limited to: billing and collection of county real estate taxes and personal property taxes, sales of county dog license, collection of state income payments and estimated income payments, billing and collection of water and solid waste fees, general office duties including filing, bank deposits, mailing, etc. Applicant must have good communication skills, ability to assist general public with questions, quality customer service skills, phone etiquette, tolerance and patience. Computer skills are also essential with knowledge of Microsoft software and ability to quickly learn our financial software.

Salary – DOQ&E

Please email your **resume and a Virginia State Application** to strimble@graysoncountyva.gov or by mail to PO Box 127, Independence, VA 24348 by May 2, 2024. Position will remain open until filled.