|  |  |  |  |
| --- | --- | --- | --- |
| Job Title: | 2nd Assistant Treasurer | Job Category: |   |
| Department/Group: | Treasurer’s Office | Job Code/ Req#: |   |
| Location: | Rusk County Courthouse | Travel Required: | No |
| Level/Salary Range: | $2,619 per month | Position Type: | Full-time |
| HR Contact: | Andy Vinson | Date posted: | May 28, 2019 |
| Will Train Applicant(s): | Yes | Posting Expires: | June 30, 2019 |
| External posting URL: | www.co.rusk.tx.us |
| Internal posting URL: |   |
| Applications Accepted By: |
| Fax or E-mail:903-657-0634 or avinson@co.rusk.tx.usSubject Line: EmploymentAttention: Andy Vinson | Mail:Andy VinsonRusk CountyTreasurer’s Office115 N Main St. Henderson TX 75652 |
| Job Description |
| Role and Responsibilities* Receipts County Funds from all departments and codes correctly to revenue accounts
* Deposits all checks through the bank’s remote scanning machine
* Cash deposits are hand written and documented with the appropriate receipt number
* Reviews department timesheets for accuracy
* Assists in enrolling new employees
* Assists employees with questions regarding human resources including the employee handbook.
* Answers questions regarding insurance, payroll, FMLA, Worker’s Compensation.
* Answers the phone.
* Opens the mail and directs where appropriate
* Filing & general office clerical duties
* Updates various employee leave requests including sick leave, vacation, personal leave and comp time
* Assists in some aspects of payroll as directed
* Verify employment for outside entities
* Keep up with airport rental payments
* Pay jurors as directed by the Treasurer
* Assists employees that are utilizing Healthy County Fitbit and other devices

Qualifications and Education RequirementsHigh School Diploma, Some collegePreferred SkillsUse of Microsoft Office especially Word and Excel. Use of the computer, telephone, copier and scanner. Good people skills.Additional Notes |
| Reviewed By: |  | Date: |   |
| Approved By: |   | Date: |   |
| Last Updated By: | Andy Vinson | Date/Time: | 5/28/19 |