



**LAMPASAS COUNTY, TEXAS
OFFICE of HUMAN RESOURCES**

Position: Deputy Treasurer

Starting Salary: \$13.46 per hour

Benefits Eligibility: Eligible for retirement

Hours of Work: Part time, flexible hours between 8:00 am & 5:00 pm Monday through Friday.

Position Description:

Performs a variety of clerical and administrative support work for the County Treasurer's Office. Establishes and maintains departmental files, documents and records. Receives, stamps and distributes incoming mail and processes outgoing mail. Answers phone, serves as cashier including receipting of payments, posting and depositing monies to appropriate accounts. Operates normal office machinery. Composes types and edits correspondence, reports, memoranda and other material requiring judgment as to content, accuracy and completeness. Data entry. Performs other duties as assigned.

Knowledge Required:

- High school graduate or G.E.D. equivalent
- General knowledge of computer equipment and related software applications to include word processing, spreadsheets and databases.
- General knowledge of business letter writing, grammar, punctuation and report preparation.
- Cash handling experience, cashiering and basic math calculations
- Proficient customer service skills and telephone etiquette
- General knowledge of basic record keeping and filing procedures.

Obtain Applications: Download application online at www.co.lampasas.tx.us under 'Employment Opportunities';
or pick up application in the Human Resources office:
409 S Pecan St. Ste 209; Lampasas, TX 76550

Submit Applications To: Human Resources Office via email:
human.resources@co.lampasas.tx.us
or drop off in the Human Resources office:
409 S Pecan St. Ste 209; Lampasas, TX 76550

Deadline to Submit Applications: 10/07/2022 @ 5:00 pm