



**JOB OPPORTUNITY #: 35-1150**

**DEPUTY COLLECTOR**  
**COLLECTOR'S OFFICE**

**Responsibilities:** Greet taxpayers in person and on the telephone in a professional manner, process tax and license payments, issue non-assessment forms, answer taxpayers' questions, provide direction to taxpayers, generate correspondences and follow up as required, create and process rejected payment notices, receive, open, distribute & process mail, process refunds and credits, manage and process returned payments, process bankruptcy and probate claims and track cases, coordinate microfilm projects, process online and IVR payments, process installment payments, perform duties related to delinquent tax certificate sale, enforce merchant licensing and food operating permit requirements, serve as office Notary Public, locate taxpayers using skip tracing tools, count and balance daily receipts, open and prepare office for business day, and routine office tasks.

**Status:** Full Time, Benefited, Non-Exempt

**Working hours:** 8:00 a.m. – 5:00 p.m., Monday – Friday

**Qualifications:** High School diploma or equivalent, minimum of two to four years of clerical experience, including automated spreadsheet and word-processing applications; or, the equivalent combination of education and experience. *Prefer experience working in a professional office setting; assisting the public in person and on the telephone; and, experience in cashiering or handling cash. Ability to secure and maintain qualifications for a \$50,000 surety bond once employed.*

**Starting Hourly Salary Range:** \$14.46 - \$15.37

**Deadline for Application:** Applications will be accepted until the position is filled.

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Apply online at [www.showmeboone.com](http://www.showmeboone.com) or call (573) 886-4395 if you have questions. Please call in advance if special accommodations are required in order to apply. Benefits include 100% County paid medical and dental employee insurance premium, pre-tax savings program, 2 weeks vacation, 13 paid holidays, matching deferred compensation plan and retirement plans. To see a complete list of posted positions, submit an online application or to download the application, log on to [www.showmeboone.com](http://www.showmeboone.com).

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