

Office of Giles County Treasurer

Gerald W. Duncan, Treasurer

Employment Opportunity

The Treasurer's Office is seeking a qualified person to fill a vacant full time Deputy Treasurer position. Salary will be based on experience and skill set. Full benefits are included.

The following skills are required:

- Excellent customer service skills – experience required
- Good problem solving skills / good logic - demonstrated
- Computer literacy – experience required – demonstrated
- Cash drawer experience desired
- Excellent team player
- Must be reliable and punctual

Desirable not mandatory

- Elementary level Microsoft office (word, excel) skill demonstrated
- Light inventory experience is a plus
- Microsoft Office Specialist Certification is a plus
- DMV Experience is a plus

Applications will be taken at the location listed below or through the mail and email. A cover letter, a Giles County Employment Application (can be picked up in Treasurer's Office or printed from web site) and a resume including work related references are required. The deadline for receiving applications is 5P.M. Friday, July 28, 2017. No phone interviews.

Gerald W. Duncan, Treasurer – 130 North Main St. – Pearisburg, VA 24134

Treasurer@gilescounty.org Also listed on web site <http://www.virginiasmtnground.com/treasurer/>