



POSITION AVAILABLE:

Cashier II

POSTING DATE: Wednesday, May 4, 2022
DEADLINE TO APPLY: Open Until Filled

DEPARTMENT: Portage County Treasurer's Office
ADDRESS: 449 South Meridian Street, 1st Floor, Ravenna, Ohio

WORKING HOURS: Monday – Friday, 8:00am to 4:30pm

SALARY: \$20.00/hr.

FLSA STATUS: Unclassified, exempt

JOB OBJECTIVES:

Incumbent is responsible for maintaining and balancing cashier window, and providing customer service as the chief point of contact for the public for tax payments.

MINIMUM QUALIFICATIONS:

Bachelor's degree in accounting or related field preferred. At least two (2) years of cashier experience or an equivalent combination of training and experience. Must be able to secure bonding per requirements of County/State of Ohio. Must be able to calculate fractions, decimals, and percentages. Must have valid driver's license and maintain continuing eligibility under County driving eligibility standards.

EXAMPLE OF DUTIES:

Typical duties include answering questions from taxpayers pertaining to real estate tax, prepay escrow, and mobile home taxes. Collects all tax (real estate, escrow prepay, and mobile home) monies via walk-ins. Maintains and balances Cashier II window, and posts work for real estate and mobile home payments daily. Prepares payment plans for real estate, mobile home, and escrow prepay. Collects and processes the daily mail and reviews DETAC forms. Monitors and tracks all paperwork and acts as a liaison with collaborating banking institutions for the County Home Improvement Program. Produces, prepares and mails escrow prepay coupons to all participating taxpayers. Balances and posts escrow prepay into real estate module at the end of each collection period. Monitors and processes penalty remission forms. Facilitates transfer of titles of mobile homes. Verifies taxes due for Auditor's Office regarding tax exempt forms. Ensures compliance with County policies and Ohio Revised Code regulations. Prepares and executes accounts payable and receivable in the real estate and mobile home tax systems, both current and delinquent. Operates and maintains general office equipment. Must be knowledgeable about all aspects of the Treasurer's Office and able to perform associated job duties for each position.

APPLICATION INSTRUCTIONS:

Please submit three (3) professional references along with your required application, cover letter and resume.

HOW TO APPLY:

- APPLICATIONS CAN BE DOWNLOADED FROM THE COUNTY WEBSITE: www.co.portage.oh.us OR PICKED UP ON THE 7th FLOOR OF THE ADMINISTRATION BUILDING.
- APPLICATIONS, RESUMES, COVER LETTERS AND PROFESSIONAL REFERENCES CAN BE FAXED, EMAILED, MAILED OR SUBMITTED IN PERSON FROM 8:00 A.M. TO 4:30 P.M., MONDAY-FRIDAY:

PORTAGE COUNTY TREASURER'S OFFICE

449 S. MERIDIAN STREET, 1ST FLOOR, RAVENNA, OHIO 44266

MAILING ADDRESS: P.O. BOX 1214, RAVENNA, OHIO 44266

EMAIL: BCROMES@PORTAGECO.COM / FAX: 330-297-3393