

Water & Solid Waste Billing Clerk/Deputy Treasurer

Due to a retirement in the office, applications are being accepted by the Grayson County Treasurer's Office for a position as Water & Solid Waste Billing Clerk/Deputy Treasurer. Responsibilities include but are not limited to: billing and collection of water and solid waste, working with the water technicians to complete water meter readings, working with solid waste department concerning trash dumpster collections, collection of county real estate taxes and personal property taxes, sales of county dog license, collection of state income payments and estimated income payments, general office duties including filing, bank deposits, mailing, etc.

Applicant must have good communication skills, ability to assist general public with questions, quality customer service skills, phone etiquette, tolerance and patience. Computer skills are also essential with knowledge of Microsoft software and ability to quickly learn our financial software and water software.

Salary – DOQ&E

Please e-mail your resume and a Virginia State Application to strimble@graysoncountyva.gov or by mail to PO Box 127, Independence, VA 24348 by January 17, 2025. Position will remain open until filled.