



**County of King William, Virginia**  
Est. 1702

## **NOTICE OF POSITION AVAILABILITY**

### **TELLER – PART-TIME**

#### **COUNTY OF KING WILLIAM, VIRGINIA**

The County of King William, Virginia is currently seeking applications for the above position until 4:30 PM EST July 5, 2017. The anticipated starting date for this position is August 1, 2017. The Position Description for this position follows.

The hourly wage range for this position is between \$15.00 and \$18.00, depending on qualifications and experience. The position is considered part-time and is authorized for up to 20 hours per week on average. The weekly schedule and hours may vary depending upon seasonal workload and the needs of the Treasurer's Office.

Completed King William County Applications for Employment will be accepted at the Office of the Treasurer, King William County Administration Building, 180 Horse Landing Road, King William, VA 23086. Questions concerning this position should be directed to Harry Whitt, Treasurer, at 804-769-4930.

The County of King William, Virginia is an Equal Opportunity Employer.



County of King William County, Virginia  
Est. 1702

# POSITION DESCRIPTION

## Teller (PT)

Grade N13

Department: Office of County Treasurer

Approved: June, 2017

### General Description of Duties

The Teller under general supervision processes tax and utility payments in the Treasurer's Office. Performs routine accounting work, communicates with taxpayers, processes tax payments and other payments, prepares daily deposits and transaction reports and performs duties of Deputy Treasurer when needed. This position is a part-time (average of 20 hours per week) hourly position. The position reports to and is supervised by the King William County Chief Deputy Treasurer.

### Essential Functions

- Performs routine accounting.
- Communicates with taxpayers in person, by telephone and electronically.
- Answers taxpayer questions and receives payments.
- Prepares outgoing mail, notices, tickets and decals as related to department.
- Processes tax payments, Electronic Funds Transfer (EFT), credit card payments, permit and utility payments, bankruptcy and debt set-off payments.
- Prepares deposits and transaction reports daily.
- Serves as Deputy Treasurer in their absence.
- Performs related work as assigned.

### Minimum Education, Training and Experience

- High School diploma or GED supplemented by vocational/technical training in business finance.
- Supplemented by up to one (1) year previous experience and/or training involving accounting; or
- Equivalent combination of education, training, and experience.
- Ability to achieve or currently hold an Integrated Revenue Management System (IRMS) training certificate.
- Experience and/or training that include office procedures, use of modern office equipment, and computer software.

### Other Position Requirements

- Must possess and maintain Virginia Driver's License

- Proficiency with current Microsoft Office Suite software applications, especially Excel, PowerPoint, Publisher, Outlook and Word

### Performance Aptitudes

**Data Utilization:** Requires the ability to review, classify, categorize, prioritize, and/or analyze data and/or information. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

**Human Interaction:** Requires the ability to work cooperatively with others and interact in a professional, pleasant and non-abrasive manner.

**Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential and secondary functions.

**Verbal Aptitude:** Requires the ability to utilize a wide variety of reference and descriptive data and information.

**Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication, and division; ability to calculate decimals and percentages; may require ability to utilize principles of fractions and/or interpret graphs.

**Functional Reasoning:** Requires ability to apply principles of rational systems. Ability to interpret instructions furnished in written, oral, diagrammatic, or schedule form. Ability to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

**Situational Reasoning:** Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving evaluation of information against measurable or verifiable criteria.

**Physical Ability:** Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight. Tasks may involve extended periods of time at a keyboard or work station. Ability to take handwritten notes clearly, rapidly and accurately.

**Sensory Requirements:** Some tasks require visual perception and discrimination. Some tasks require advanced oral communications ability.

**Environmental Factors:** Tasks are regularly performed in a modern office environment without significant exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, animals/wildlife, toxic/poisonous agents, violence, disease, or pathogenic substances.

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*King William County, Virginia is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, King William County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*

*This Position Description complies with Section 2-2 of the King William County Personnel Policies and Procedures Manual*