

Tax Collection
309/345-3811
Mobile Home
309/345-3839

Fax
309/343-7002

Robin E. Davis
Knox County Treasurer
and Ex-Officio Collector

Payroll
309/345-3864
Insurance
309/345-3838

Website:
www.knoxtreasurer.org

COURTHOUSE • 200 SOUTH CHERRY STREET • GALESBURG, ILLINOIS 61401

POSITION OPENING IN TREASURER'S OFFICE

JOB DESCRIPTION

POSITION: DEPUTY TREASURER (FULL TIME)

REPORTS TO: COUNTY TREASURER

SALARY: AS PER UNION CONTRACT

WORK HOURS: Monday through Friday – 8:30AM to 4:30 PM

The Knox County Treasurer's office is advertising an opening for a full time Deputy County Treasurer position. This position will report directly to the County Treasurer and will be responsible for a variety of duties. The main duty of this position will be to process payroll and file all required reports. This position will also assist in all areas of work in the County Treasurer's office. Previous payroll experience with computer and accounting skills is required. Candidates will need to be productive and fast learners with excellent customer service skills. Salary and benefits are based upon the current Union contract.

Interested candidates can submit a resume and application to the County Treasurer's office during regular business hours.

POSTED: February 26, 2019

