

**County of Hillsdale
Hillsdale County Treasurer
Stephenie Kyser**

33 McCollum St.
Suite 205
Hillsdale, MI 49242

Phone (517) 437-4700
Fax (517) 437-0399



NOTICE OF VACANCY

Office: Hillsdale County Treasurer
Position: Tax Specialist
SEIU Classification: Union 05
SEIU Salary: Hire Rate \$13.41- \$15.51 (DOQ)
Hours: Full Time

Minimum Qualifications:

Must be a high school graduate or equivalent. A minimum of 2 years experience working with the public in a business setting, including processing financial transactions and using a computer and calculator on a daily basis. Being able to multi task and pay attention to detail is a plus.

General Summary:

The person hired for this position will do daily bank deposits, process delinquent tax payments, check delinquent tax payments daily, answer taxpayer questions, certify legal descriptions, authorize bank transfers, verify and process payroll withholdings, process refunds/ bill backs for Principal Residence Exemptions, Board of Reviews, Tax Tribunals and State Tax Commission changes. Other duties as assigned by County Treasurer.

Please contact [Stephenie Kyser](#), Hillsdale County Treasurer if you would like to apply for this position.