

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



33 McCollum St.
Suite 205
Hillsdale, MI 49242

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

Office: Hillsdale County Treasurer
Position: Tax Specialist
Classification: Grade 3 Step 1
Salary: Hire Rate \$17.42
Hours: Full Time

Minimum Qualifications:

Must be a high school graduate or equivalent. A minimum of 2 year's experience working with the public in a business setting is preferred, 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 of Job Duties:

Duties include but are not limited to:

- Process daily bank deposits
- Authorize bank transfers
- Process delinquent tax payments
- Check delinquent tax payments
- Receipt in payments from local units
- Process other department transmittals
- Answer taxpayers questions
- Read legal descriptions and certify deeds and land divisions
- Verify and process payroll withholdings
- Process refunds/bill backs for various changes to the tax roll
- Other duties as assigned by the County Treasurer

Please send resume to Stephenie Kyser, Hillsdale County Treasurer
skyser@co.hillsdale.mi.us if you would like to apply for this position.