

City Office: (513) 794-8860

Tax Office: (513) 794-8863

Fax: (513) 794-8866

www.deerpark-oh.gov

June 16, 2014

Help Wanted - Part-time (20-25 hrs/wk) Income Tax Clerk, \$12 - \$15 per Hour DOQ

The City of Deer Park is currently in the process of hiring to fill one part-time tax clerk position.

The selected person will be responsible for assisting with the collection of local city income tax and JEDZ taxes.

Knowledge, Skills, and/or Abilities Required:

High School Diploma or GED required, some college preferred.

3+ years of clerical experience, preferably in a tax collection position.

Able to follow directions and attend to important details with accuracy and efficiency.

Able to use relevant computer system applications at a basic level. Knowledge of MITS is optional, but preferred.

Must be bondable.

If interested, please submit a Letter of Interest, Resume, and an Employment Application no later than 4:30 pm, Friday July 18, 2014. Applications can be picked up at the Deer Park Municipal Building, 7777 Blue Ash Rd., Deer Park, OH 45236 or online at www.deerpark-oh.gov.

The City of Deer Park is an equal opportunity employer and considers all qualified applicants for employment without regard to race, color, religion, sex, national origin, or other legally protected characteristic.