

Lamb County Treasurer's Office is seeking a full-time receptionist/assistant. Must be personable and cheerful individual that works well with others.

SUMMARY OF POSITION

The Deputy Treasurer position will perform a variety of clerical, bookkeeping, accounting and related duties in accordance with departmental procedures as well as state laws and statutes. The Deputy Treasurer will operate in a professional office environment that will require multi-tasking, in a fast-paced environment with frequent interruptions and the ability to adapt to changes as they arise.

The Deputy Treasurer has daily contact with Elected/Appointed Officials, county employees, vendors and the general public and must be able to communicate in a friendly and efficient manner with a positive and cooperative attitude at all times.

The Deputy Treasurer must meet many, simultaneous demands for important decisions/actions and face some confrontations or other unpleasant situations and demands for results.

This is a full-time non-exempt position that reports directly to the Treasurer.

ESSENTIAL DUTIES are required and will not be eliminated or transferred to other employee's

- Attendance and timeliness are required
- Reviews accuracy of timesheets, process payroll, including data entry of employee leave time and hours in a financial software system, process all county new hires in compliance with all human resource laws
- Collect, count, receipt and disbursement of all monies, including checks for election workers, accounts payable, and payroll and occasionally cash paid out to jurors
- Banking transactions; including prepare and complete bank deposits, and assist in bank reconciliation
- Answer telephone, direct calls and take messages, compile, copy, sort, and file records of the office, operate office machines such as computers, phone system, copier, scanner, fax machine, paper folder, calculator and postage machine.
- Compute, record, and enter data and other information such as records and reports accurately, maintain and update filing, inventory, mailing manually or electronically
- Process and prepare documents such as government forms, letters, memos, billings, and reports, review files, records and other documents to obtain information to respond to questions, general information and complaints from Elected Officials, employees or the public
- Attends meetings, training sessions as required by the Treasurer
- Keeps up with office supplies for the department and ask Treasurer to order along with perform minor technology troubleshooting

ADDITIONAL DUTIES

- Serves in the absence of the Treasurer or Chief Deputy at the Treasurer's discretion, run errands for the office, including but not limited to bank, post office or other county offices
- Any other duty as assigned by the Treasurer within the scope of the department

KNOWLEDGE, SKILLS, AND ABILITIES

- Accounting and office procedures
- Operate a computer using Accounting Software (Incode), Microsoft Office, and Excel .
- Operate a calculator
- Communicate with Elected Officials, employees, vendors, and the public
- Work well with interruptions in a frequently fast paced environment
- Adapt to change easily
- Ability to understand, remember, and apply oral and/or written instructions or other information
- Ability to understand, remember and communicate routine, factual information
- Ability to organize, prioritize and work independently
- Ability to apply common sense in performing job duties, even in stressful situations
- Ability to make sound decisions which could have moderate impact on the county
- Ability to compose letters, memos, and basic reports and orally communicate technical information
- Ability to hear and speak effectively on the phone
- Ability to express or exchange ideas by means of the spoken word, communicating orally with others accurately, loudly, and quickly
- Ability to count accurately
- Ability to add, subtract, multiply, divide and to record, balance and check results for accuracy
- Complete confidentiality is required on all information protected by law and other sensitive information that may be damaging to Lamb County employees, officials, or the public dealing with this office

PHYSICAL STANDARDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this position.

- Frequently or daily required to talk, hear, see, sit, stand, kneel, climb, feel and use finger to handle and arms to reach
- Required to be able to sit or stand for prolonged periods of time
- Visual requirements include up close and at a distance in color and black and white.
- Needs to occasionally move about inside the office to access file cabinets, office machinery, etc
- Frequently operates a computer and other office productivity machinery, such as a calculator, copy machine, and computer printer
- Occasionally positions self to maintain computers in the office, including under the desk
- Frequently communicates with elected officials, employees, vendors, and the general public using telephones, computers, and in person.
- Lift up to 20 pounds regularly and up to 55 lbs. occasionally

SPECIAL CONDITIONS

- Required to work overtime as assigned by Treasurer which may include evenings and weekends only under very special circumstances.
- Interaction with general public and other county officials required
- Professional business attire must be worn to work daily
- Must be able to obtain a surety bond as described in government statute

EDUCATION/EXPERIENCE

- Requires a high school diploma or equivalent.
- 2 years clerical experience or training which provides the required knowledge, skills, and abilities however, this may be negotiable.
- Knowledge in Human Resource, Payroll and Local Government preferred

LICENSES REQUIRED

- Must maintain current Texas Driver's License

REQUIREMENTS FOR EMPLOYMENT

- Ability to pass a drug test
- Ability to pass a background check

Please apply in person at the Lamb County Treasurer's Office in the Lamb County Courthouse or send a resume by August 29, 2025, to Jerry Yarbrough, Lamb County Treasurer, 100 6th Drive, Rm 111, Littlefield, Texas 79339. Interviews will begin the first week of September 2025.

It is Lamb County's policy to comply fully with all federal, state, and local equal employment opportunity laws. Lamb County provides equal employment and advancement opportunities for all persons regardless of race, creed, sex, national origin, age, religion, disability, marital status, or any other classification protected by law.