EMPLOYMENT OPPORTUNITY

Kendall County Treasurer’s Office is seeking a part time Deputy Treasurer for immediate placement. Eligible candidates should have a high school diploma, possess strong customer service and basic accounting skills. Two years experience in the accounting environment or Associate’s Degree in Business or related field is preferred. Candidates should also have general working knowledge of computers and 10-key adding machines. Qualified candidates must be available to work 20 to 25 hours per week, during normal business hours in the Kendall County Treasurer’s Office.

Under the direction of the Kendall County Treasurer, this position will be responsible for carrying out duties relating to the property tax collection process. Responsibilities include but are not limited to assisting the public over the telephone and in person to property tax inquiries, processing tax payments and collections reports. Duties will also include a variety of routine office tasks.

This part time position is not eligible for benefits. Starting hourly rate ranges from $12.00 to $15.00 depending on qualifications. Please submit application, cover letter, resume and references to:

Jill Ferko, Kendall County Treasurer,
111 W. Fox Street
Yorkville, IL 60560

for receipt by August 24, 2018.

The Kendall County Treasurer is an Equal Opportunity Employer.

Click here for Application