

## **Part-Time Deputy Auditor's Position Opening**

The Auditor's Office is currently accepting applications for a part-time secretarial position. Please apply in the Auditor's Office, 125 E 9<sup>th</sup> Street, Rochester.

### **DUTIES INCLUDE:**

- Assisting taxpayers
- Assisting with property deductions
- Checking and accepting deeds for transfer

### **REQUIREMENTS:**

- Applicants must be proficient in Microsoft Word and Excel
- General map reading/interpreting
- Knowledge of basic accounting and bookkeeping.
- Previous experience assisting the public
- Ability to multi-task

### **BENEFITS:**

- Up to 13 paid Holidays
- Vacation following 12 months of employment
- Flexible hours

Applicants may be subject to criminal background and credit checks.