

January 15, 2015

Full-time position available in the Northumberland County Treasurer's Office for energetic, motivated individual with excellent computer, organizational and interpersonal skills. Varied job duties include serving the public in person and on the phone, data entry, revenue collection, and general clerical work. Successful applicant must be bondable and submit to a background investigation.

Applications are available at www.co.northumberland.va.us or may be picked up in the Treasurer's Office, M-F 8:30-5. Contact the Office at (804) 580-5201 to receive an application by mail. Please send or deliver the completed application to the Treasurer's Office, P. O. Box 297, (72 Monument Place,) Heathsville, VA 22473 no later than 5:00 p.m. February 2, 2015. A cover letter and current resume must accompany each application.

The Northumberland County Treasurer's Office is an Equal Opportunity Employer.