



Brewster County Deputy Treasurer Position

Brewster County is currently seeking qualified applicants for a Deputy Treasurer to perform duties assisting the Brewster County Treasurer's Office. Position is open until filled. Resume with references is required along with application.

The Deputy Treasurer assists the County Treasurer by directing the daily operations of the department, including responsibility and oversight of deposits, payroll and human resources, and preparing and reporting financials.

Required Knowledge and Skills:

Education and/or experience equivalent to a bachelor's degree in business administration, accounting, finance or in a job-related field of study. Four years of work-related experience in an administrative or supervisory capacity. Skilled in use of standard software applications. Ability to effectively communicate both verbally and in writing and establish and maintain effective working relationships with employees, departments and the public.

The Deputy Treasurer is an employee of Brewster County. Therefore, the employee must understand and abide by the Brewster County Employee Handbook. Position and salary will be determined by the approved Salary Scale and dependent upon experience. The Brewster County employee benefits package for health insurance and retirement is included in compensation

For a full Job Description and online application, visit:

<https://www.brewstercounty.gov/page/employment>

Applications may be printed or filled out through the online link or picked up in person. Please complete an application and resume and submit it to:

Brewster County Treasurer's Office
Judge Val Clark Beard Office Complex
203 N 7th St
Alpine, TX 79830

Applications and resumes may also be dropped off in person or emailed to Julie Morton, ctreasurer@co.brewster.tx.us. For questions, contact 432-837-6200 x 126