



# JOB POSTING

Posting Date: March 22, 2024

Position: Part-Time Deputy Treasurer

Location: Gladwin County Treasurer's Office

Pay: 80% of \$20.35 (2-year scale)

Duties: Under the direction of the Gladwin County Treasurer, this position will primarily handle adjustments for Board of Review, Principal Residence Exemptions (PA105), Michigan Tax Tribunal orders, assessor changes, and any other duties as directed by the Gladwin County Treasurer.

Qualifications: Knowledge of property taxes  
Experience reading a legal description preferred  
Knowledge of Microsoft Office programs required  
Ability to work with the public  
Ability to operate office equipment

Apply to: Christy Van Tiem  
Gladwin County Treasurer  
401 W. Cedar Ave.  
Gladwin, MI 48624

Deadline: April 5, 2024 at 4:30pm

The County of Gladwin does not discriminate based on race, color, national origin, sex, religion, age, or disability in employment or provision of services.