

Job Posting for Tax Clerk

The City of Millersville is seeking a motivated, creative individual with excellent communication, organization and management skills for our Tax Clerk. This is advanced clerical work involving the collection and recording of taxes, permit fees, utility payments, and other various municipal fees. The employee will operate a variety of modern office equipment including a calculator, cash register, copy machine and computer. Work is performed under the supervision of the Office Manager. Graduation from a standard high school or GED; one (1) year full-time experience in clerical accounting or office management required.

Paid Benefits include health and dental insurance, life insurance and vacation.

Complete an application at City Hall or send resume to citymanager@cityofmillersville.com

Pay Range DOE: \$1400 - \$15.00