



**City of Sidney
Job Posting**

Job Title: Seasonal Clerk Typist
Department: Revenue Collections
Supervisor: Revenue Collections Manager
Hours of Work: Between Monday – Friday (between 8:00am – 5:00pm)
Hourly Pay: \$14.44 - \$19.34

Job Description Summary:

The Seasonal Clerk Typist position is responsible for assisting the department staff with job duties associated with the seasonal influx of withholding data (W2's), tax returns and other tasks as assigned.

Nature and Scope:

The Seasonal Clerk Typist (Revenue Collections) is responsible for the data entry of W2 information and reconciling this data to the employer's W3 forms. This employee will also receive income tax returns, receipting them in the income tax software. It is expected that this position will also input and process tax returns as needed. The position may assist with other tasks as assigned.

Job Requirements:

- Experience using a computer for data entry. Spreadsheet and word processing skills may be utilized.
- Experience using office equipment including but not limited to a calculator, copier, and fax.
- Ability to develop good working relationships with coworkers, supervisors and city staff.
- Provides other duties as assigned by the Revenue Collections Manager or Income Tax Administrator.

Qualifications:

- High School diploma or GED equivalent.
- Clerical training from high school or other training institution.
- Experience working with income tax returns

To apply: Submit an application to Receptionist, City Hall, 201 W. Poplar St. Sidney OH 45365 or email to Lshuster@sidneyoh.com or send fax to Human Resources at 937-498-8160. Visit www.sidneyoh.com for job description & application. **OPEN UNTIL FILLED**