



EXAMINER – Closes 8/14/2022

Department: Treasury

Anticipated Work Schedule: Monday through Friday, 8:30 AM - 4:30 PM

Reports To: Program Officer 3

Full Time or Part Time: Full Time

Regular or Temporary: Regular

Bargaining Unit: LIUNA Local 860

Classified or Unclassified: Classified

FLSA: Non-Exempt

Summary

Tuition Reimbursement!

Cuyahoga County now offers tuition reimbursement. Beginning in the Fall Semester of 2022, full time, benefits eligible county employees who have completed one continuous year of employment can participate in the Tuition Assistance Program. The classes can be undergraduate or graduate level, at Baldwin Wallace University, Cleveland State University, or Cuyahoga Community College.

Benefits:

County employees receive competitive pay and excellent benefits including healthcare, prescription drug, dental, and vision coverage; wellness incentives; basic and supplemental life insurance; employee assistance program (EAP). County employees contribute to the Ohio Public Employees Retirement System (OPERS), which offers a defined-benefit pension plan, consistently ranked as one of the best public pension funds in the nation. Employees may also participate in an individual deferred compensation retirement program. The position stands out for its exceptional work/life balance: You will work a regular schedule, weekdays only, 8:30 AM to 4:30 PM. That means no weekends, no evenings/nights, no holidays, no mandatory overtime, no on-call. Every year you will enjoy 12 paid holidays and earn 10-25 vacation days (increasing with length of service) and 15 days of sick leave.

Essential Job Functions

Reviews and analyzes information to assist with audit functions (e.g. - inputs/calculates department revenues, verification and reconciliation; provides instruction, assistance, needs analysis, and solution suggestions; performs various data entry and analysis activities; works on special projects including preparation of documents, manuals, charts, graphs, creation of forms, flyers, receipts, and records). Functions as lead worker in Treasury aiding the Fiscal Office Inquires Assistant (e.g. provides assistance in resolving tax problems, explains tax bill, responds to telephone inquiries, contacts tax payers by mail and by phone regarding payments). Calculates checks, totals and processes EasyPay and Escrow programs; explains and enrolls taxpayers. Acts a liaison between Treasury and Tax Certificate Purchaser (e.g.-

responds to inquiries, accepts payments, maintains all related records and databases, prepares reports, issues and records tax lien certificates). Performs administrative duties (e.g. - prepares management reports and projections).

Minimum Requirements

Associate degree in accounting with three years of related experience; or any equivalent combination of training and experience.

Application Process

Apply at <https://www.cuyahogacounty.us/human-resources>. This is a competitive, classified position. The Personnel Review Commission (PRC) will check your application to make sure you meet the minimum qualifications. If you do, the PRC will invite you to take a civil service examination. The exam is specific to this position. Everyone who passes the exam goes on an eligibility list. To fill this opening, the PRC sends the hiring department and Human Resources (HR) a certified eligibility list with the top 25% candidates (or at least the ten highest scoring candidates, whichever is greater). HR helps the hiring department decide who from the certified list to follow up with for interviews and then a job offer.

Most of our communication with candidates is through email. Regularly check the email address you gave us in your job profile. Watch your Spam folder, just in case.

If we offer you a job, you must pass a drug screen and background check before the offer becomes final. Prior criminal convictions do not automatically disqualify you from employment; the County looks at criminal convictions on a case-by-case basis using the guidelines in [Chapter 306 of the County Code](#).

EQUAL OPPORTUNITY EMPLOYER

Cuyahoga County is committed to fostering a diverse and inclusive workforce, which includes building an environment that respects the individual, promotes innovation and offers opportunities for all employees to develop to their full potential. A diverse workforce helps the County realize its full potential. The County benefits from the creativity and innovation that results when people with different experiences, perspectives, and cultural backgrounds work together.

The County is committed to providing equal employment opportunities for all individuals regardless of race, color, ancestry, national origin, language, religion, citizenship status, sex, age, marital status, sexual preference or orientation, gender identity/expression, military/veteran status, disability, genetic information, membership in a collective bargaining unit, status with regard to public assistance, or political affiliation.

If you need assistance applying or participating in any part of the candidate experience, contact Human Resources at 216-443-7190 and ask to speak with a talent acquisition team member.