

JENNIFER LENOX-HACKLER, County Treasurer

DEPUTIES

**CINDY COOK
TAMMY ROBERTS
CASSANDRA MATHIS
MORGAN CREEKMORE**

**PITTSBURG COUNTY
115 E. CARL ALBERT PKWY RM. 102
MCALESTER, OK 74501
918-423-6895**

DEPUTIES

**SUSAN PATTERSON
BLANCA GARNER
SUMMER ROGERS**

Treasurer's Office
3rd Deputy

Looking for a reliable deputy who can assist with general office duties including collecting Ad-Valorem taxes, mortgage taxes, issuing receipts for monies, reconciling cash drawers, generate reports, answering phones, copying and scanning documents, filing, responding to emails and any other office duties as assigned.

Must be able to establish and maintain working relationships with the public, fellow employees, and other Courthouse offices. Experience using Microsoft Word and Excel, balancing accounts, using a ten key and knowledge of legal descriptions is preferred, but not required. Will be accepting resumes through 3/1/2023.