

- Any equivalent combination of education and experience.
- Must have excellent oral and written communication skills.

SPECIAL REQUIREMENTS

- Criminal Offender Record Investigation (CORI) background check mandatory.

SUPERVISORY RESPONSIBILITIES

This position does not have formal supervisory responsibilities over other employees. Supervisors are responsible for signing performance reviews.

This position receives general direction and supervision from the Treasurer of Bristol County.

Forward a cover letter of interest and resume to csaunders@bctreasurer.org

PHYSICAL DEMANDS AND WORKING CONDITIONS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The work environment and exposures described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The position involves *medium physical demands*, such as exerting up to 50 lbs. of force occasionally, and/or up to 20 lbs. of force frequently, and/or up to 10 lbs. of force constantly to move objects.

The County of Bristol is an Equal Opportunity Employer.