

Open Position

Woodford County Assistant Tax Administrator/HR Assistant

The Woodford County Fiscal Court is currently accepting applications for the position of Woodford County Assistant Tax Administrator/HR Assistant. Under the supervision of The County Treasurer, this position is responsible for collection and customer service within the office of the Tax Administrator. Also, this position will provide backup support for payroll processing and assist Human Resources Manager with other HR related tasks, as needed.

The successful applicant must have a high school diploma (or equivalent) and a minimum of two years in an office setting. Tax and payroll experience preferred.

A more detailed job description and application can be obtained online at <https://woodfordcounty.ky.gov> or Woodford County Human Resources Manager, 103 South Main Street, Room 203, Versailles, KY 40383.

**Email applications can be submitted to
ttipton@woodfordcountyky.gov
Applications will be accepted through
Friday, May 17, 2024 at 4:00 p.m.**

Woodford County is an Equal Opportunity Employer