



CITY OF PINE BLUFF

DEPARTMENT OF HUMAN RESOURCES JOB ANNOUNCEMENT

JOB TITLE: PART-TIME DEPUTY COLLECTOR

Department: City Collector	Status: Part Time
Hourly Salary: \$16.84	Available Positions: 1

Application Process:

Applicants should apply at City Hall, Room 104, Department of Human Resources by 5:00 p.m. on the closing date. Applicants may also download a copy of the application at www.cityofpinebluff-ar.gov/human-resources

CLOSING DATE:

4/21/25

Department of Human Resources
200 E. 8th Avenue, Room 104
Pine Bluff, AR 71601

Office (870) 730-2038/ **FAX** (870) 730-2157
Office Hours:
Monday-Friday: 8:00 a.m. – 5:00 p.m.

ESSENTIAL JOB FUNCTIONS: The Deputy Collector collects money for fees, licenses, permits, court fines, and money within city offices, balances money, prepares a deposit at the end of the day with petty cash, and pays bills and orders supplies for the office. The Deputy Collector also prepares monthly court reports and reports for the City Collector, posts daily reports, and performs bookkeeping functions, addresses complaints, and performs other duties as assigned.

ACCEPTABLE EXPERIENCE AND TRAINING: High school diploma or GED and 12-18 months of related experience and/or training; or equivalent combination of education and experience.

The CITY OF PINE BLUFF is an EQUAL OPPORTUNITY EMPLOYER and does not discriminate in its employment practices on the basis of race, sex, age, religion, national origin or physical or mental disability.