DEPUTY TREASURER I

Job Class #: 1411
Pay Grade: 9
Category: Full-Time (with benefits)
FLSA Status: Non-Exempt
Reports To: Chief Deputy Treasurer

SUMMARY
Performs responsible skilled clerical work assisting with the operation of the Treasurer’s Office; does related work as required. Work is performed under regular supervision.

ESSENTIAL FUNCTIONS

- Receives and processes payment for Personal property, Real Estate, dogs tags, utility bills, and other fees
- Answers phone calls from citizens, answers questions and provides information; greets and assists walk-in customers
- Counts and verifies cash and checks balances cash drawer daily
- Researches delinquent real estate taxes for title companies and attorneys
- Processes office deposits and prepares bank deposits
- Assists with debt set-off program
- Administers payment agreements for Personal Property and Real Estate taxes
- Assists with Personal Property and Real Estate tax billing
- Posts Landfill payments, School lunch deposits, and Extended Ed deposits
- Receives and processes incoming and outgoing mail; picks up/drops off mail daily at Post Office
- Assists in processing delinquent tax billings
- Issues DMV stops on customers who do not keep up with payment agreements
- Helps train new office personnel
- Assists with all office filing and record-keeping.
- Assists Treasurer on various projects as needed
- Performs related tasks as required

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- General knowledge of the laws, ordinances, and regulations governing the operations of the Treasurer’s Office.
- General knowledge of business and office practices.
Knowledge of the principles, methods, and practices of accounting; ability to analyze and interpret financial and accounting data and to prepare appropriate statements and reports.

• Ability to operate standard office; word processing and data entry equipment.
• Ability to understand and follow oral and written instructions.
• Establish and maintain effective working relationships with associates and the general public. Demonstrated ability to maintain positive customer interactions in a fast-paced environment.

ACCEPTABLE EDUCATION, EXPERIENCE, AND TRAINING

• Any combination of education and experience equivalent to High School graduation and six (6) months of work experience in customer service.
• Prior experience in local government or a financial institution is preferred.

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS

• Standard office setting.
• Must have the ability to frequently stand and sit.
• Must have the ability to occasionally lift, push/pull, and hold/carry 10 pounds.
• Determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

POST OFFER REQUIREMENTS

• Background Check

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<tr>
<th>Department Head Recommended:</th>
<th>HR Manager Approval as to Form:</th>
<th>County Administrator Recommended:</th>
<th>Board of Supervisors Approved:</th>
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