### DEPUTY TREASURER II

<table>
<thead>
<tr>
<th>Job Class #:</th>
<th>1420</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pay Grade:</td>
<td>10</td>
</tr>
<tr>
<td>Category:</td>
<td>Full-Time (with benefits)</td>
</tr>
<tr>
<td>FLSA Status:</td>
<td>Non-Exempt</td>
</tr>
<tr>
<td>Reports To:</td>
<td>Treasurer</td>
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#### 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 payments for Personal Property, Real Estate, dog tags, utility bills, and other fees.
- Answers calls from citizens, answers questions and provides information; greets and assists walk-in customers.
- Counts and verifies cash and checks, balances cash drawer daily.
- Checks for paid or delinquent real estate taxes for title companies and attorneys.
- Oversees debt set off program.
- Resolves issues with payment postings in the enterprise management system.
- Coaches and mentors Deputy I employees and trains new staff.
- Processes office deposits and prepares banks deposits.
- Assists in mailing real estate and personal property bills.
- Receives and processes incoming and outgoing mail.
- Assists in processing delinquent tax billings.
- Processes bad checks; enters and processes bankruptcy information.
- Assists with all office filing and record keeping.
- Performs the daily close out if the Chief Deputy Treasurer is out of the office.
- 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; basic knowledge of the principles, methods and practices of accounting; ability to analyze and interpret fiscal 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; ability to establish and maintain effective working relationships with associates and the general public; demonstrated ability to maintain positive customer interactions in a fast-paced environment; ability to lead and mentor co-workers.

#### ACCEPTABLE EDUCATION, EXPERIENCE, AND TRAINING
Any combination of education and experience equivalent to High School graduation and 3 years of experience in a treasurer’s office, business office, or financial institution setting.

**WORKING CONDITIONS AND PHYSICAL REQUIREMENTS**

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally, and a negligible amount of force frequently or constantly to move objects; work requires fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities, the worker is not subject to adverse environmental conditions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

**POST OFFER REQUIREMENTS**

- Background Check

<table>
<thead>
<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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<tbody>
<tr>
<td>9-26-2016</td>
<td>9-26-2016</td>
<td>9-26-2016</td>
<td>10-05-2016; Upgraded to PB 11 July 1, 2018</td>
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