

Logan County

Job Description



Title:	Deputy Treasurer I	Code:	
Division:	Administration	Effective Date:	3/07
Department:	County Treasurer	Last Revised:	

GENERAL PURPOSE

Performs a variety of **complex clerical and accounting duties** as needed to expedite the daily processes and statutory obligations of the office of the County Treasurer related to receiving, receipting, posting and distributing tax and general revenue.

SUPERVISION RECEIVED

Works under the general supervision of the County Treasurer, Chief Deputy Treasurer or Deputy Treasurer II while in training or on a project-by-project basis.

SUPERVISION EXERCISED

None.

ESSENTIAL FUNCTIONS

Performs complex technical, administrative and clerical work required for the specialized assignment and functioning of the department; balances accounts; conducts daily and monthly functions for the receipt and distribution of funds received, including collections from current tax payments, redemption of delinquent taxes and receiving deposits from other County Offices.

Conducts official departmental business with County citizens, receiving money and writing receipts; assists the public and businesses in locating and verifying tax information; receiving and recording tax payments; assists with the annual Tax Lien Sale; publication of delinquent property lists; conducts tax and lien research; records related data.

Maintains ledgers, journal and other records according to established account classifications, statutes, and ordinances; reconciles records against established controls and prepares reports; enters accounting data in ledgers, control sheets or other accounting records and prepares reports for the receipt and distribution of funds received.

Prepares and processes Mobile Home moving permits, authentication forms, purge forms, and ownership changes.

Responds to requests for varied and complex information that may be of a critical nature; makes explanation and interpretation to the public and other interested parties; works with software company (ACS) to complete merge processing for tax roll and notices.

Prepares periodic reports; collects and computes taxes and fees; assists with annual tax sale; prepares and distributes duplicate tax notices; answers telephones and operates office equipment; processes mobile home related titles and permits; receives and sorts mail; performs bookkeeping functions.

Assists public with general Public Trustee questions; processes incoming deeds of trust; processes foreclosure records; prepares certificates of purchase; updates related records; performs duties as Public Trustee such as notarizing a variety of legal documents and assisting with processing of foreclosures and releases of deeds of trust.

Exercises responsibility for carrying out an assigned clerical function or a series of clerical functions within established guidelines; resolves problems that arise in the normal course of work relating to the work of the unit; posts and processes warrants for daily reports and monthly reports; prepares and processes certificates of taxes due; may assist with maintaining inventory records and conducting inventory reconciliation.

Assists with general archiving of materials and records according to established retention schedules, practices and policies.

Performs related duties as required.

MINIMUM QUALIFICATIONS

- 1. Education and Experience:
 - A. Graduation from a high school with course background in bookkeeping, accounting, mathematics, finance or some other related field;
 - AND
 - B. Six months (6 mo.) of general work experience in an office environment performing basic bookkeeping functions;
 - OR
 - C. An equivalent combination of education and experience.

2. Required Knowledge, Skills and Abilities

Some knowledge of the operation and responsibilities of the County Treasurer's office; modern bookkeeping and accounting practices and procedures; general office maintenance, (i.e., record keeping, filing, indexing, etc.); computer format and data entry on the County system, various computer applications, i.e., MS Office, etc.

Some Skill in the operation of various office machines and equipment, i.e., telephone, calculator, computer, copiers, typewriter, microfilm, microfiche, etc.

Ability to operate a variety of types of office equipment such as personal computer, calculator, typewriter, etc.; perform technical mathematical functions quickly and accurately; communicate effectively, verbally and in writing; develop effective working relationships with fellow employees, supervisors, elected officials and the public; work effectively in a typical office environment.

- 3. Special Qualifications:
 - Must be able to operate 10-key by touch.

4. Work Environment:

Incumbent of the position performs in a typical office setting with appropriate climate controls. Tasks require variety of physical activities, not generally involving muscular strain, such as walking, standing, stooping, sitting, reaching, and light lifting. Talking, hearing and seeing are essential to the performance of regular daily tasks. Rapid work speed required to perform keyboard operations. Common eye, hand, finger, leg and foot dexterity is required. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and some creative problem solving.

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I _____ have reviewed the above job description. Date: _____

(Employee)