

POSITION DESCRIPTION

Deputy Treasurer I / Receptionist Treasurer's Office

GENERAL PURPOSE

Performs routine clerical, secretarial and administrative work in answering phones, receiving the public, providing customer assistance, cashiering, data processing, and bookkeeping.

SUPERVISION RECEIVED

Works under the overall supervision of the Treasurer and direct supervision of the Chief Deputy Treasurer, according to an established work routine.

SUPERVISION EXERCISED

None.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Serves as initial cashier to include receipting of various local tax payments and fees and state tax payments, departmental and other payments, and posting monies to appropriate accounts.

Processes payments from incoming mail.

Answers in-coming telephone calls and routes callers or provides information as required.

Receives the public and answers questions; responds to inquiries from citizens, employees and others and refers, when necessary, to appropriate person(s) and/or department(s).

Maintains and balances cash drawer on a daily basis.

Sells animal licenses; maintains animal vaccination databases and updates office records accordingly.

Receives, stamps and distributes incoming mail, processes outgoing mail.

Responds to written tax requests received from other agencies.

Assists with tax bill preparation including preparing escrow reports.

Serves as coordinator for office supplies.

Operates listed office machines as required.

PERIPHERAL DUTIES

Provides backup to related positions.

Provides clerical support to the Treasurer and other Treasurer Office staff as required.

Composes, types, and edits correspondence, reports, memoranda, and other material requiring judgment as to content, accuracy, and completeness.

Other duties as may be assigned.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- (A) Graduation from a high school or GED equivalent with specialized course work in general office practices such as typing, filing, accounting and bookkeeping, and
- (B) two (2) years of increasingly responsible related experience, or any equivalent combination of related education and experience.

Necessary Knowledge, Skills and Abilities

- (A) Working knowledge of computers and electronic data processing; working knowledge of modern office practices and procedures; some knowledge of accounting principles and practices; some knowledge of money handling practices.
- (B) Skill in operation of listed tools and equipment.
- (C) Ability to perform cashier duties accurately; ability to effectively meet and deal with the public; ability to communicate effectively verbally and in writing; ability to handle stressful situations; ability to effectively multi-task

and handle frequent interruptions; ability to work with angry or difficult customers; ability to establish successful working relationships.

SPECIAL REQUIREMENTS

Must be bondable

TOOLS AND EQUIPMENT USED

Phone; personal computer and printer; copy/fax machine; postage machine; scanner; 10-key calculator.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is moderately noisy. During seasonal deadlines, the noise level may increase.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; criminal background investigations; driving records; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval: _____
Treasurer

Employee verifies that he/she has read, understands and received a copy of this job description.

Approval: _____
Employee

Effective Date: June 26, 2017