

TREASURE COUNTY JOB DESCRIPTION

POSITION: DEPUTY TREASURER, a full-time and year-round position

DEPARTMENT: COUNTY TREASURER'S OFFICE

The County is an equal opportunity employer. The County shall, upon request, provide reasonable accommodations to otherwise qualified individuals with disabilities.

This job description is intended to reflect core areas of responsibility and an incumbent employees' knowledge and skill set needed to complete those functions. This document is not intended to catalog each individual duty; employees are routinely called upon to address emerging employer requirements in alignment with individual work units and assignments of jobs. 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 change.

Job Title: Deputy Treasurer **FLSA Status:** Non-Exempt Exempt
Department: County Treasurer's Office **Reports to:** County Treasurer

Work Unit Overview: The Treasurer's Office provides licensing, registration, and title services to County residents. This office is also responsible for the collection of County taxes, receipts for County services and provides financial information and support to the schools, Clerk and Recorder and other departments.

Job Summary: The Treasurer's Deputy is the back up to the Treasurer. The Deputy assists with the management of the Motor Vehicle Team in the processing of title transactions. The Deputy also provides training to office personnel with all transactions that effect this department. The Motor Vehicle department is responsible for providing licensing, registration, and title services to County residents according to departmental policies and applicable laws. The Deputy assists in the overseeing the collection of taxes and processes receipts, disburses, and tracks all county financial transactions. The Deputy assists with the daily and monthly balancing of all finances of the county that process through the Treasurer's office. The Deputy also assists in the management of school finances.

Essential Functions (Major Duties or Responsibilities): *These duties are the essential functions and are not all-inclusive of all duties that the incumbent performs.*

- This position performs clerical duties that requires accuracy, attention to detail, a high sense of integrity, and able to complete tasks in a timely manner.
- The clerk must have a pleasant disposition and able to deal with frustrated customers from time to time. Deadlines are a necessity in the Treasurer's Office and the clerk must be able to meet those deadlines, even with the frequent interruptions that occur.

- On a daily basis, the clerk must deal with sensitive information and therefore be required to adhere to high standard of confidentiality.
- There is constant daily contact with the public in person as well as by phone.
- The clerk must be able to communicate orally and in writing; interpret and explain multifaceted laws and regulations; calculate; maintain records; balance cash, do bookkeeping; prepare reports; type; file; operate a computer; and operate office machines. The Deputy also must have a clear understanding of the warrant process, school finances and complex financial data.
- The position requires occasional manual lifting of heavy books and boxes of license plates and forms.
- The deputy may be asked to attend meetings with the Department of Justice, Department of Revenue, and other County Treasurer's and share information with the Treasurer and other staff members to keep the office in compliance.
- Deal with the public at the counter, phone, and by mail concerning all motor vehicle transactions and tax collections. Give detailed information and explanations by phone and in person to the public.
- Collect and reconcile daily receipts and payments.
- Assist in tax statement preparation. Perform month end reconciliation of all transactions receipted through the Treasurer's office. Collect and type tax assignments; notify property owners if assignment has been taken on the delinquent property tax. Assist Treasurer with Tax Deed process and tax redemptions.
- Manage School Finance by working with school representatives, Superintendent of Schools and State of Montana OPI. This includes, but not limited to, balancing month end reports to school reports, input of warrants, creating transfer vouchers and posting payroll. Part of this includes sending monthly reports to school clerks and working with them individually.
- Post all receipts received from County departments to the various funds. Review agency reports and assist in month end disbursement of funds to cities and towns.
- Work with software vendor to resolve issues in processes and balancing.
- Post daily transaction to County books that match daily clerk receipts posted by team members.

- Count and review bank deposit for accuracy.
- Review bank statements. This includes matching transactions to daily reports, posting to County books, balancing accounts, and assisting with any items that need to be brought to the Treasurer.
- Reviews investment statements with Treasurer.
- Perform other related duties as required. Manage special projects as needed.

Non-Essential Functions:

- Establish and maintain a variety of files.
- Perform other duties as assigned including but not limited to managing special projects, attending meetings and conferences, providing backup for other staff, participating in training, etc.

Physical Demands and Working Conditions: *The demands and conditions described here are representative of those the employee must meet to perform the essential functions of the job.*

- Intermittent periods of standing, sitting and walking.
- Employee occasionally required to reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl and is subject to frequent interruptions.
- Works primarily during normal business with occasional early morning, evening, and weekend commitments.
- Works in an office with other clerks responsible for maintaining records in various digital and electronic files.
- Occasionally required to lift up to 20 pounds.
- The noise level is usually moderate but can get noisy or hectic due to contact with the general public in person or on the phone.

Supervision Exercised: This position does not supervise other County employees.

Knowledge, Skills, and Abilities:

This job requires knowledge of state and county motor vehicle licensing and registration laws; principles and practices of customer service; how fees are calculated, the application fees,

definition of fees, taxable value, weight, and how to explain this to customers with differing knowledge bases; additional documentation that may be required such as insurance requirements and handicap authorizations etc. Also knowledge of applicable taxes, percentages due, when they are due and exception; and reference material such as Polk and Peck Book, Blue Books, Registration and Title Manuals.

The job requires the knowledge and ability to understand tax law and how it effects our taxpayers.

The job requires the ability to manage a team, work with taxpayers, public officials, state officials, and vendors.

The job requires skill in the use of various databases, software, and computer systems; customer service, and records maintenance.

The job requires skill in mathematics, active listening, reading comprehension, monitoring, critical thinking and time management.

The job requires the ability to communicate effectively verbally and in writing; accurately cashier transactions; calculate and collect taxes and fees due; to reference materials such as Polk and Peck Books, Blue Books, Registration, Title manuals and Montana code books. The deputy must be able to problem solve with customers and have the ability to maintain confidentiality while being courteous and efficient.

Education and Experience:

The job requires knowledge, skills, and abilities through a combination of education and experience equivalent to:

- a high school diploma with classes in bookkeeping, computers, and use of office machines.
- completion of two years in a related position
- experience in an office setting with clerical duties and the use of computers, calculators, and other office machines preferred.

Approved by Treasure County Treasurer:

Jamara Kimball
Signature

8-17-2022
Date

Reviewed by Treasure County Commissioners on 8-16-22.

Effective Date: 8-16-22.

Ruth L. Baker

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I acknowledge receiving and reviewing the above job description:

Employee Print Name: _____

Employee Signature: _____ Date: _____