

Owyhee County

Class Specification

Deputy Treasurer

Pay Grade 5

Effective Date: 5/15/2007

FLSA Designation: Non-Exempt/Covered

Revised: 8/31/2017

Classification Summary

The primary function of an employee in this class is to provide customer service in the County Treasurer's office to collect tax payments, provide general and specific information and answer questions about processes and procedures of the offices. A Deputy Treasurer must possess strong, clerical, and customer service skills. The work is performed under the direct supervision of the Chief Deputy Treasurer. Some independent judgement is granted to this position, within the established guidelines and any established office policy. The principal duties of this class are performed in a general office environment.

Essential Duties and Responsibilities (Illustrative Only)

- Collects tax payments and receipts over the counter, ~~and~~ through the mail, on line, and over the phone
- Posts tax revenue according to established procedure;
- Maintains county property tax account revenue and balance reports;
- Contacts taxpayers by telephone, email, and/or in writing concerning payment errors;
- Ensures accuracy and quality of -all duties;
- Answers incoming phone calls, emails and greets walk-in customers, provides general information to the public, answers questions and inquiries, and provides referrals to other departments or staff as needed;
- Gives information to the public, title companies, mortgage companies, and other interested parties concerning collection and apportionment of taxes.
- Responds to citizens' questions and comments in a courteous and timely manner;
- Maintains a record of mortgage companies and the parcels they encumber in the County, the amount of taxes that each company pays, and enters annually the mortgage company's codes on the tax notices;

- Prepares, files, distributes, and maintains a variety of documents, reports, correspondence, log sheets, applications, and related documents;
- Completes special assignments;
- Provides data entry services, faxing, emailing, and filing in support of department functions.
- Enters auditors' certificates on the Treasurer's program daily;
- Posts paid warrants daily and sorts and balances warrants to bank debit slips monthly;
- Performs all work duties and activities in accordance with County policies, procedures, and safety practices-, and professionalism.

Other Duties and Responsibilities

- Performs other related duties as required.

Essential Duties and Responsibilities (Illustrative Only)

Knowledge of:

- Standard accounting processes and procedures;
- Operation of standard office equipment, including a personal computer and job-related software application;
- Customer service procedures, techniques, and objectives;
- English grammar, spelling, punctuation, and composition;
- Current office practices and procedures;
- Various filing and record keeping systems.

Ability to:

- Understand and follow oral and/or written policies, procedures, and instructions;
- Learn and explain the processes and procedures of the County Treasurer's office;
- Maintain records efficiently and accurately;
- Research information and data and prepare accurate and grammatically correct written reports;
- Perform multiple tasks simultaneously, including handling interruptions, and return to and complete tasks in a timely manner;
- Respond to citizen requests in a courteous and effective manner;
- Maintain a professional demeanor during stressful situations;
- Communicate clearly and concisely, orally and in writing;
- Work well under pressure;
- Operate standard office equipment and a personal computer including program application appropriate to assigned duties;
- Operate a standard calculator;

- Establish and maintain effective professional working relationships with other County employees, supervisory personnel, elected and appointed officials and the public;
- Make sound and reasonable decisions in accordance with laws, ordinances, regulations, and established procedures;
- Perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Demonstrate integrity, ingenuity, and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

- High school diploma or GED equivalency is required;
- Preferably supplemented with one (1) year of coursework or previous experience in accounting or bookkeeping;
- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to discern verbal instructions and to communicate effectively on the telephone and in person;
- Sufficient visual acuity or other powers of observation, with or without reasonable accommodation, which permits the employee to comprehend written work instructions, prepare and review documents and process them in a prescribed order, and organize documents and materials;
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate a personal computer, calculator, and standard office equipment;
- Sufficient personal mobility, flexibility, agility, and strength, with or without reasonable accommodation, which permits the employee to occasionally lift 25 pounds and work in an office environment.