

# **BANNOCK COUNTY** **CLASS SPECIFICATION**

## **CHIEF DEPUTY TREASURER**

Department: Treasurer  
FLSA Designation: Exempt

Pay Grade: None  
Effective Date: 10/04, 2/08

### **Purpose of Class**

Processes tax payments and provides account services for County tax payers; performs related work as required.

### **Primary Function**

The principal functions of an employee in this class is to process tax payments and maintain accounts for County tax payers, perform general clerical and accounting support duties and records maintenance, and provide customer service. A Chief Deputy Treasurer must possess strong accounting, clerical, and customer service skills. This position directly supervises the Deputy Treasurer and Office Manager positions. The work is performed under the supervision of the Treasurer, although latitude is granted for independent judgment using standard practices to resolve customer issues or correct procedures. The Chief Deputy assumes the Treasurers responsibilities in the absence of the Treasurer. The principal duties of this class are performed in a general office environment.

### **Essential Duties and Responsibilities (will vary by assignment)**

- Participates in recruiting and selection of staff;
- Provides general training, supervision and evaluates Treasurers office staff;
- Plans, organizes, and coordinates office functions;
- Initiates and implements all phases of the tax deed process and ensures statutory time and completion deadlines are met;
- Assists Treasurer with balancing tax roll;
- Ensures accuracy and quality of department functions;
- Monitors budgets and assists in preparation of annual budget;
- Processes tax payments by County tax payers;
- Initiates account billing and collection of property taxes;
- Performs money management duties including balancing cash drawers, reviewing and reconciling payments for accuracy, and preparation of deposits;
- Monitors and assists deputies in balancing accounts and bank statements;
- Maintains County property tax account revenue and balance reports;
- Monitors and assists in maintaining register and processes warrants issued to Sheriff's Department for collection of personal property and mobile homes;
- Answers incoming phone calls and greets walk-in customers, provides general information to the public, answers questions and inquiries, provides specific

information about accounts, and provides referrals to other departments or staff as needed;

- Assists customers with Department procedures and explains Department procedures/policies/programs to customers and resolves customer concerns as needed;
- Prepares tax notices for mailing;
- Assists outside auditors with annual audit, as directed;
- Prepares, files, distributes, and maintains a variety of documents, reports, correspondence, log sheets, applications, and related documents;
- Modifies tax payer database and general accounts;
- Maintains and reconciles checkbooks and accounts;
- Completes special assignments;
- Prepares recommendations for changes in policies and procedures to meet statutory changes;
- Provides data entry services, faxing, typing, and filing in support of Department functions;
- Performs all work duties and activities in accordance with County policies, procedures and safety practices.

#### **Other Duties and Responsibilities**

- Performs other related duties as required;
- Performs the duties of Treasurer in that official's absence.

#### **Competency Requirements**

Knowledge of:

- Property tax, bankruptcy, and County and state ordinances and laws related to department functions;
- Operation of standard office equipment, including a personal computer and job-related software applications;
- Supervisory policies and procedures;
- Personnel management policies and techniques;
- Customer service procedures, techniques, and objectives;
- English grammar, spelling, punctuation, and composition;
- Current office practices and procedures;
- Accounting, bookkeeping, and cash handling record keeping practices and procedures.

Ability to:

- Supervise and evaluate employees effectively;
- Ensure department policies and procedures are followed;
- Follow written and oral instructions;
- Evaluate and analyze customer needs to provide exceptional customer service;
- Learn Department functions thoroughly to provide general information and explain detailed Department processes and procedures;
- Learn and explain regulatory compliance issues related to the Department's function;

- Maintain records efficiently and accurately and to prepare clear and concise reports;
- Research information and data and prepare reports;
- Perform multiple tasks simultaneously, including handling interruptions, and return to and complete tasks in a timely manner;
- Perform duties accurately and efficiently under time sensitive deadlines;
- Respond courteously to customer inquiries, which are sometimes controversial or adversarial;
- Work well under pressure;
- Operate standard office equipment and a personal computer including program applications appropriate to assigned duties;
- Establish and maintain effective working relationships with other County employees, supervisory personnel, elected and appointed officials and the public;
- Communicate effectively both orally and in writing.

### **Acceptable Experience and Training**

- High school diploma or GED equivalency is required, preferably supplemented with course work in accounting, math or other business applications and bachelors degree in accounting or related field is preferred, and
- Four (4) years accounting, cashiering, customer service and supervisory experience, preferably in a municipal office position, is required; or
- 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, 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, 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, cash register, 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.