

BANNOCK COUNTY
CLASS SPECIFICATION

SENIOR DEPUTY TREASURER

Department: Treasurer
FLSA Designation: Non-Exempt

Pay Grade: 7
Effective Date: 10/04, 8/09

Purpose of Class

Process tax payments and provide account services for County taxpayers; perform 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 taxpayers; as a senior deputy this position performs some of the more complex duties in the office including wire transfers, monthly balancing, and electronic deposit audits. A Deputy Treasurer must possess accounting, clerical, and customer service skills with a good working knowledge of department policies and procedures. The work is performed under the supervision of the Chief Deputy Treasurer, although some latitude is granted for independent judgment using standard practices to resolve customer issues or correct procedures. The principal duties of this class are performed in a general office environment.

Essential Duties and Responsibilities (will vary by assignment)

- Process tax payments by County tax payers;
- Maintain workbooks for all county departments to record and balance cash receipts, restitution bonds, magistrate bonds, auditor's data, auto and driver's license fees, etc.;
- Maintain and reconcile bank accounts for treasurer trusts and tax collector accounts;
- Perform wire transfers to transfer funds between departments and/or state funds;
- Balance with State pool and all county departments;
- Assist with annual audit to perform year end balances with outside auditor, all departments and numerous bank accounts;
- Provide assistance in account billing and collection of property taxes;
- Assist in maintaining current property tax accounts, rates, charges, balances, and related information;
- Perform money management duties including, balancing cash drawers, review and reconcile payments for accuracy, preparation of deposits and wire transfers;
- Conduct records search as requested including complete documentation;
- Assist in maintaining County property tax account revenue and balance reports;
- Answer incoming phone calls and greet walk-in customers, provide general information to the public, answer questions and inquiries, provide specific information about accounts, and provide referrals to other departments or staff as needed;

- Assist customers with Department procedures and explain Department procedures/policies/programs to customers and resolve customer concerns as needed;
- Prepare tax notices for mailing;
- Communicate payment errors to tax payers either by phone or in writing;
- Modify tax payer database or general accounts;
- Prepare, file, distribute and maintain a variety of documents, correspondence, log sheets, applications, and related documents;
- Maintain files, logs and other records;
- Process County auctioneer and pawnbroker licenses;
- Complete special research assignments;
- Maintain register and process warrants issued to Sheriff for collection of personal property and mobile homes;
- Research mortgage companies and lien holders on mobile homes to run reports for the Sheriff's office;
- Provide data entry services, faxing, typing, and filing in support of department functions;
- Perform all work duties and activities in accordance with County policies, procedures and safety practices.

Other Duties and Responsibilities

- Serve as back up to the Office Manager;
- Perform other related duties as required.

Competency Requirements

Knowledge of:

- Laws regarding taxation and bankruptcy;
- Treasurer's Office processes and procedures;
- Bookkeeping processes and procedures;
- Operation of standard office equipment, including a personal computer and job-related software applications;
- Customer service procedures and techniques;
- English grammar, spelling, punctuation, and composition;
- Current office practices and procedures;
- Accounting, bookkeeping, and cash handling record keeping practices and procedures.

Ability to:

- Develop and maintain computerized accounting and bookkeeping records in Excel and Quattro worksheets;
- Evaluate and analyze customer needs to provide exceptional customer service;
- Explain regulatory compliance issues related to the Treasurer'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;
- Follow written and oral instructions;
- Work well under pressure;
- Operate standard office equipment and a personal computer including program applications appropriate to assigned duties;
- Maintain effective working relationships with other County employees, supervisory personnel, local elected and appointed officials, and the public;
- Communicate effectively both orally and in writing.

Acceptable Experience and Training

- High school diploma or GED equivalency, preferably supplemented with course work in accounting, math or other business applications, is required; and
- Two (2) years accounting, bookkeeping and customer service, cashiering or teller experience 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, balance, and ability to stand for long periods of time, with or without reasonable accommodation, which permits the employee to work in an office environment.