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| **POSITION DESCRIPTION**<br><br>**Deputy Treasurer I**<br><br>**FLSA Status: Non Exempt**<br>**EEO Category: Occupational**<br>**Salary Grade/Band** | **9 May 2013**<br><br>**Reports to: Duchesne County Treasurer**<br>**Revised: _____**<br>**Human Resources Initials:_____** |

## POSITION PROFILE

Under general supervision from the Treasurer, performs a variety of general clerical and accounting duties as needed to ensure the daily processes and statutory obligations of the Office of the County Treasurer are fulfilled. Works closely with the offices of the treasurer, assessor, clerk auditor, and county citizens.

## GOALS

- To ensure work performance, effective time management practices, and attention to detail.
- To conduct research and assist the Treasurer and team professionally, confidentially, and efficiently.
- To articulate and convey information accurately and appropriately to Board of Commission, Elected Officials, Department Heads, employees, and public.

## ESSENTIAL FUNCTIONS

- Performs a variety of administrative tasks as needed to expedite the mailing, collecting, and receipting of county according to value taxes.
- Assists in the issuance of tax notices and recording and receipting of tax remittances as required by law.
- Assists in the handling and collecting of money received in trust and deposited with the county.
- Performs various cashier and computer entry duties; collects tax payments, current and delinquent, and receives all county revenues over counter and through mail and receipts the same; posts via computer all tax revenues.
- Ensures names, addresses, amounts, and statements received by tax payers.
- Prepares and issues receipts; balances cash with receipts, prepares and scans bank deposits; enters tax collection receipt into computer updating customer accounts and Treasurer ledger accounts; collects and receipts money into various funds of county government; updates ledger with bank accounts and fund balances; follows up and initiates recovery on bad and returned checks.
- Works with the public, State Tax Commission, title companies, tax service companies, etc.;

- Responds to public questions over counter or telephone; provides information related to tax amounts and charges, segregation of property, addresses property owners questions or refers to Treasurer on size of parcels, assessed value, current and delinquent tax status, tax sales and redemption process.
- Receives and processes changes of mailing addresses, verifies correct property and legal owner through property management system; prepares and mails all real property tax notices.
- Retrieves tax information; provides pay-off figures and researches records as requested; conducts records research as requested by banks, mortgage companies and title companies; enters all net tax adjustments and/or segregation of property into computer.
- Redeems all county payroll, and treasurer checks issued; monitors bad checks received from the public through various county offices; balances monthly bank statements with ledgers; runs and balances monthly warrants redeemed and warrants outstanding reports.
- Processes, balances, apportions and distributes all tax revenues through the distribution process to the individual government taxing units in the county.
- Assists in keeping accurate record of interest earned on investments.
- Prepares balancing reports and documents as needed to complete annual audits.
- Works with independent auditors to verify accuracy audits. Makes corrections and adjustments accordingly and in compliance with the Utah State Tax Commission.
- Performs other related duties as required to meet business need.

**EDUCATION AND EXPERIENCE**

- High school diploma or equivalent. Coursework or experience in bookkeeping, accounting, mathematics, finance or some other related field; and
- Six (6) months experience to demonstrate an ability to perform these duties; or
- An equivalent combination of education and experience.

Other Requirements

- Must be bondable.
- Operation of 10-key by touch preferred.

**SKILLS/ABILITIES**

- Some knowledge of basic bookkeeping practices and procedures; general office maintenance, (i.e., record keeping, filing, indexing, etc.); personal computer operations and various software applications, i.e., MS Word, MS Excel, etc.
- Must be accurate and thorough.
- Demonstrate excellent oral, interpersonal and written communication skills and organizational and problem solving skills.
- Possess excellent keyboarding/data entry skills.
- Ability to exercise sound judgment in prioritizing and time managing work and dealing in working professionally with all levels within the County.
- Meticulous attention to detail is mandatory as is the ability to maintain the highest level of confidentiality.
- Ability to work well alone and also within a team environment.
- Effectively deal with multiple and changing priorities as well as demonstrate initiative; able to

undertake prompt, appropriate action to correct any inaccuracies.

- Ability to meet tight deadlines and ensure accuracy with highly confidential information.
- Ability to follow instructions and respond to management direction.
- Must be able to work effectively with coworkers and others by sharing ideas in a constructive and positive manner; listening to and objectively considering ideas and suggestions from others; keeping others informed of work progress, timetables and issues; addressing problems and issues constructively to find mutually acceptable and practical business solutions.

**PERFORMANCE MEASUREMENTS**

- Identify ways to continually improve and increase compliance with internal or external requirements.
- Exemplify professional and timely work processes.
- Able to establish and maintain effective working relationships with Commission, County Officials, Department heads, and all employees.
- Able to identify and resolve problems in a timely manner.
- Able to maintain confidentiality of all County employee information.
- Ability to interpret and carry out complex instructions and assignments as warranted.
- Ability to impart information to others when necessary.

**LANGUAGE SKILLS**

- Must be able to clearly respond to inquiries from employees, county officials, department heads and public to fulfill requests for information.

**REASONING ABILITY**

- Must have the ability to synthesize complex or diverse information and collect and research data.

**PHYSICAL REQUIREMENTS**

- While work may be sedentary include extended periods of time viewing a computer video monitor and operating a keyboard, other physical requirements will also include, walking, bending, stooping, filing books, lifting heavy boxes of books and files up to 50 lbs frequently.

**ADA STATEMENT**

- Ability to perform the essential functions of this position with or without reasonable accommodation.