

Sevier County Job Description



Title: Deputy Treasurer I / II / III / IV	Department: County Treasurer
Grade: I - 9 / II - 11 / III - 14 / IV - 16	FLSA Status: Non-Exempt
Job Code: I - 565.1 / II - 565.2 / III - 565.3 / IV - 565.4	Effective Date: 01/12 (Last Revised 06/19)

GENERAL PURPOSE

Performs a variety of **entry level clerical, and general accounting duties** as needed to expedite the daily processes and statutory obligations of the office of the County Treasurer.

Deputy I: Entry Level / **Deputy II:** Working Level / **Deputy III:** Advanced Level / **Deputy IV:** Full Performance Level

SUPERVISION RECEIVED

Works under the general supervision of the County Treasurer or Chief Deputy Treasurer.

Deputy I: Close / **Deputy II:** Close to General / **Deputy III and IV:** General

SUPERVISION EXERCISED

Deputy I: None

Deputy II: May provide some training to Deputy I

Deputy III: May provide training to Deputy I and II

Deputy IV: May provide supervision on a project to project basis.

ESSENTIAL FUNCTIONS

Deputy I or Basic Functions for All Deputies

- Performs a variety clerical tasks as needed to expedite the mailing, collecting, and receipting of county ad valorem taxes;
- Participates in the issuance of tax notices and recording and receipting of tax remittances as required by law;
- Assists in the management and collection of all money received in trust and deposited with the county;
- Balances cash with receipts, prepares and scans bank deposits;
- Updates ledger with bank accounts and fund balances;
- Monitors, follows up and initiates recovery on bad and returned checks;
- Works with the public, State Tax Commission, title companies, tax service companies, etc.;
- Provides information related to tax amounts and charges, segregation of property, addresses or property owners, size of parcels, assessed value, current and delinquent tax status, tax sales and redemption process;
- Conducts records research as requested by banks, mortgage companies and title companies;
- Enters all net tax adjustments and/or segregation of property into computer;
- Performs computer entry for Greenbelt Rollback billings, processes Greenbelt Rollback releases;
- Enters mortgage company and bank requests for tax payments;
- Provides a list of all properties to be sold to the county auditor;
- Assists with yearly public tax sale, balances and receipts monies;
- Receive, read and record all bankruptcy filings and submit forms before deadlines, file and monitor claims to ensure payment;
- Assists in the balancing, posting and distribution of personal property taxes;
- Assist in reconciling bank and credit card statements;
- Participates in the maintenance, microfilming and archiving of various departmental and tax related documents;
- Monitors payment of fees and assessments for special improvement districts;
- Conducts annual mailing of billing statements to customers of various special districts;
- Apprises county treasurer of account status as needed to comply with legal conditions and bond requirements;

Deputy II *(in addition to the essential functions outlined for Deputy I)*

- Prepares balancing reports and documents as needed to complete annual audits and coordinates and cooperates with independent auditors to verify accuracy;
- Reconciles bank and credit card statements and balances with ledgers.

Deputy III *(in addition to the essential functions outlined for Deputy I and Deputy II)*

- Runs monthly accounting reports and balances reports;
- Assists to monitor department operations and ensure compliance with established practices, policies and procedures.

Deputy IV *(in addition to the essential functions outlined for Deputy I, II & III)*

- Performs as lead deputy treasurer as needed;
- Assists in training of other deputies and may supervise some individual projects.

MINIMUM QUALIFICATIONS**1. Education and Experience:**

Deputy I: Graduation from high school or equivalent with course background in bookkeeping, mathematics, finance or some other related field and one (1) year performing general bookkeeping or above related experience.

Deputy II: (*in addition to the education and experience for Deputy I*): Three (3) years performing the above related functions at Sevier County or five (5) years of progressively responsible experience performing above functions in a governmental setting with one (1) of those years being performed with Sevier County.

Deputy III: (*in addition to the education and experience for Deputy I and II*): Eight (8) years performing the above related functions at Sevier County or twelve (12) years of progressively responsible experience performing above functions in a governmental setting with five (5) of those years being performed with Sevier County.

Deputy IV: (*in addition to the education and experience for Deputy I*): Twelve (12) years performing the above related functions at Sevier County or fifteen (15) years of progressively responsible experience performing above functions in a governmental setting with five (5) of those years being performed with Sevier County.

*An equivalent combination of education and experience may be considered for all deputy levels.

2. Required Knowledge, Skills and Abilities:**Knowledge**

Deputy I: Some knowledge of the following;

- Bookkeeping and accounting practices and procedures;
- Budgeting and finance;
- General office maintenance, (i.e., record keeping, filing, indexing, etc.);
- Personal computer operations and various software applications, i.e., MS Word, MS Excel, etc.

Deputy II: Working knowledge of the following (*in addition to working knowledge outlined for Deputy I*).

Deputy III: Considerable knowledge of the following (*in addition considerable knowledge outlined for Deputy I*).

- The laws and regulations governing tax collection in the county;
- Computer format and data entry on the County system.

Deputy IV: Substantial knowledge of the following (*in addition to substantial knowledge outlined for Deputy I, II & III*).

- Fiscal management
- The operation and responsibilities of the County Treasurer's Office;
- Principles of supervision.

Abilities

All Deputy levels ability to:

- Operate a variety of types of office equipment such as personal computer, adding machine, calculator, typewriter, etc.;
- Perform technical mathematical functions quickly and accurately;
- Communicate effectively, verbally and in writing;
- Develop effective working relationships with fellow employees, supervisors, elected officials and the public;
- Work effectively in a typical office environment.

3. Special Qualifications:

- Must possess a valid Utah Driver's license and maintain an acceptable driving record.
- Must be able to operate 10-key by touch.
- Sevier County Resident.

4. Work Environment:

- Incumbent of the position performs in a typical office setting with appropriate climate controls.
- Tasks require variety of physical activities, involving some muscular strain, such as walking, standing, stooping, sitting, reaching, and light lifting generally not to exceed 25 lbs.
- Talking, hearing and seeing are essential to the performance of regular daily tasks.
- Rapid work speed required to perform keyboard operations.
- Common eye, hand, finger, leg and foot dexterity is required.
- Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and some creative problem solving.
- Considerable stress during "Tax Season".
- Some ongoing stress inherent to dealing and working face-to-face with the public and service demands.



Disclaimer: The above statements describe the general nature, level, and type of work performed by the employee(s) assigned to this classification. This description lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I _____ have reviewed the above job description. Current Title: _____ Date: _____
(Employee)

I have reviewed this job description with the employee: _____ Date: _____
(Supervisor Signature)