

GREEN LAKE COUNTY JOB DESCRIPTION

TITLE: DEPUTY COUNTY TREASURER (PT)

DEPARTMENT: COUNTY TREASURER'S OFFICE

LOCATION: GOVERNMENT CENTER

SUPERVISOR: COUNTY TREASURER

SUMMARY:

Under the general supervision of the County Treasurer, the Deputy County Treasurer (PT) performs a variety of responsible clerical and accounting duties in the department, while serving as an assistant to the Treasurer; maintains efficient operation of the office and performs related work as required.

DUTIES AND RESPONSIBILITIES:

- Assists in the collection and receipting of all tax monies and general revenue monies from all taxpayers and County Departments.
- Completes daily deposit slips and deposits collected funds into the bank, after balancing all money and receipts, when needed.
- Performs data entry and handles all aspects of the Tax Collection Program including generating end of month reports, preparing tax bills, and preparing and maintaining tax rolls. Performs other related duties as assigned.
- Works cooperatively with office staff and local officials in the preparation of tax bills and rolls for all municipalities.
- Works cooperatively in the receipting of tax bills for all real and personal property and balancing the same for a bank deposit.
- Works cooperatively with office staff in the receipting of the first installment for those municipalities which the County collects that installment for.
- Assists the treasurer in entering data received from the local treasurers regarding first half tax payments.
- Compiles and prints reports relating to tax payments and balances.
- Assists in the preparation of financial statements and settlements as needed.
- Maintains a subsidiary ledger of receipted money and expenditures.
- Performs routine filing and clerical work as required.
- Researches, compiles, and maintains parcel/owner and other pertinent information regarding Tax Deed process.
- Maintains accounts receivable and collection of aged accounts.
- Researches, compiles, and maintains Lottery Credit information for parcels.
- Processes fire number applications and maintains accuracy of the applications for County, Municipality, and Sheriff's Office.

SKILLS AND ABILITIES:

- Knowledge of and ability to understand rules that govern the office of the County Treasurer, taxes and assessment. The qualified person must be able to explain tax bill preparation, mill rates, and assessments to taxpayers and interested parties.
- Skill and ability to accurately perform mathematical calculations with a 10-key calculator; skill and ability to type accurately and with attention to detail.
- Thorough and extensive knowledge of standard accounting principles; skill to apply these principles to specific work products.
- Knowledge of and ability to learn basic land descriptions.
- Excellent math skills required.
- Ability to make decisions in accordance with laws, regulations, and established procedures.
- Ability and skill to perform property maintenance on tax parcels, especially personal property parcels.
- Ability to maintain office equipment, including the replacement of paper, printer cartridges, and similar functions.
- Ability and skill in the use of various software, with emphasis on Word and Excel; computer literacy and proficiency in computer applications is essential.
- Proficiency with developing and using excel spreadsheets required.
- Knowledge of business correspondence format, grammar, English, and spelling.
- Ability to understand and effectively carry out written and oral instructions.
- Ability to work under limited supervision once the job training is completed.
- Ability and skill to perform proofreading; must be accurate and be a detail oriented person.
- Employee is expected to be presentable in proper work attire.

QUALIFICATIONS:

EDUCATION: High school diploma or GED equivalency; one to two years post-high school education in accounting or business courses preferred.

EXPERIENCE / JOB KNOWLEDGE: Computer, printers, telephone, copy machine, calculator, folding machine, and fax machine. Any equivalent combination of education and experience which provides the necessary knowledge, skills, and abilities.

WORKING CONDITIONS:

PHYSICAL DEMANDS: Up to 75% of the time is spent talking, hearing, handling objects, or fingering, which includes typing or writing. Walking, standing, or sitting, and using far and near vision is used 100% of time. Activities done 5% of the time include: stooping, kneeling, climbing, reaching, and low to medium lifting (10 lbs. to 20 lbs.), carrying (10 lb. objects). Crouching, balancing, bending, or twisting would be required.

Management's assignment of essential functions is not designed to limit the manner in which duties may be accomplished. Management shall comply with all applicable workplace laws and shall communicate with any employee with a disability to determine the availability of a reasonable accommodation(s) to allow the employee to perform the essential functions of the job.

ENVIRONMENTAL DEMANDS: 95% of the time is spent indoors; 5% of the time is spent on duties out of the office.

This is a public service position. Employees are required to be courteous, cooperative, and respectful at all times with the public and clients. This includes establishing and maintaining courteous, cooperative, and respectful working relationships with other employees, supervisors, and public officials.

This position description has been prepared to assist in defining job responsibilities, physical demands, working conditions and needed skills. It is not intended as a complete list of job duties, responsibilities and/or essential functions. This description is not intended to limit or modify the rights of any supervisor to assign, direct, and control the work of employees under supervision. The County retains and reserves any and all rights to change, modify, amend, add to, or delete from any section of this document as it deems, in its' judgment, to be proper.

Green Lake County provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, or genetics. In addition to federal law requirements, Green Lake County complies with applicable state and local laws governing nondiscrimination in employment in every location in which the Green Lake County has facilities. This policy applies to all terms and conditions of employment.

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