

RICHLAND COUNTY POSITION DESCRIPTION

Position Title: Deputy County Treasurer

Department: County Treasurer

Reports to: County Treasurer

Pay Grade: F

Date: March 29, 2023

Hours Per Week: 40

PURPOSE OF POSITION

The purpose of this position and act as Treasurer is to assist Richland County Treasurer and act as Treasurer in the Treasurer's absence.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. other duties may be required and assigned.

- Collect second half real estate installment and reconcile annual settlements with taxing Jurisdictions. Including: municipalities, school districts, vocational school district and state.
- Performs a variety of clerical duties: Enters first installment payments into computer, processes Department daily mail, prepares bank deposits, prepares delinquent taxpayer list, types documents, files, makes photocopies, organizes lottery cards to mailing, collects returned lottery cards, enters lottery claims on computer, updates address changes, update monthly tax payment summary reports. Prepares delinquent tax notices for mailing.
- Performs reception tasks: answers telephone and in-person question's and provides information.
- Assists real estate office, lending agencies, general public with tax information and related information.
- Acts as County Treasurer in Treasurer's absence.
- Performs a variety of accounting tasks: Records receipts and delinquent tax payments to appropriate ledger and computer record, reconciles weekly bank statements, monthly receipts and disbursements, lottery credit amounts claimed and settlements to taxing jurisdictions and state credit checks to municipalities paid by Treasurer's office. Balances tax rolls annual after August tax settlements.

MINIMUM TRAINING AND EXPERIENCE REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

High school diploma with one-year accounting experience, or any combination of education and experience that provides equivalent knowledge, skills and abilities.

Language Ability and interpersonal communication.

- Ability to in analyze data and information using established criteria, order to define consequences and to consider and select alternatives- Ability to compare, count, differentiate, measure and/or sort data and information. Ability to assemble, copy, record and transcribe data. Ability to classify, compute, tabulate and categorize data.
- Ability to advise and interpret on how to apply policies, procedures and standards to specific situations.

- Ability to use advisory data and information such as Department policies and guidelines, land records, State and local, County tax reports, platbooks, non-routine correspondence and laws.
- Ability to communicate effectively with property tax payers, realtors, appraisers, DNR personnel, title company personnel, Corporation Counsel and County personnel from other Departments.

Mathematical Ability

Ability to add and subtract, multiply and divide, and calculate percentages, fractions and decimals, and Interpret basic descriptive statistical reports.

Judgment and Situational Reasoning Ability

- Ability to use functional reasoning development in the performance of semi-routine functions involving standardized work with some choice of action.
- Ability to apply situational reasoning ability by exercising judgment, decisiveness and creativity in situations involving a variety of predefined duties subject to frequent change.

Physical Requirements

- Ability to grasp and place objects.
- Ability to operate equipment and machinery requiring simple, periodic adjustments. Ability to move and guide material using simple tools. Ability to operate office equipment including typewriter, telephone, photocopier, calculator, etc.
- Ability to exert light physical effort in sedentary to light work, involving lifting, carrying, pushing and pulling. Ability to handle, finger and feel.
- Ability to recognize individual characteristics of colors, sounds, associated with objects, materials and ingredients.

Environmental Adaptability

- Ability, in regard to environmental factors such as temperature variations, odors, toxic agents, violence, noise, vibrations, wetness, disease and/or dust, to work under very safe and comfortable conditions.

Richland County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Employee's Signature

Supervisor's Signature

Date

Date