

# Uintah County

## Job Description



|                    |                         |                        |       |
|--------------------|-------------------------|------------------------|-------|
| <b>Title:</b>      | Senior Deputy Treasurer | <b>Code:</b>           | 410-3 |
| <b>Division:</b>   | Administration          | <b>Effective Date:</b> | 3/07  |
| <b>Department:</b> | Treasurer               | <b>Last Revised:</b>   | 3/07  |
| <b>FLSA Cat:</b>   | Non-Exempt              | <b>Pay Grade:</b>      | 23    |

### GENERAL PURPOSE

Performs a variety of **general administrative, clerical, and accounting duties** as needed to expedite the daily processes and statutory obligations of the office of the County Treasurer. **In the absence of the County Treasurer, assumes all statutory authority and responsibility of the department.**

### SUPERVISION RECEIVED

Works under the general supervision of the County Treasurer.

### SUPERVISION EXERCISED

May provide close to general supervision to a Deputy Treasurer(s) II and I. Provides immediate supervision to part-time, temporary, and seasonal employees as needed.

### ESSENTIAL FUNCTIONS

Performs as lead deputy treasurer; assists to monitor department day-to-day operations and ensure compliance with established practices, policies and procedures; provides training; may make recommendations related to employee recognition and corrective action.

Performs a variety of advanced level complex 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 of the office of County Treasurer; assists in the management and collection of all 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; computer posts all tax revenues; double checks name, address, amount, and statements; prepares and issues receipts; balances cash with receipts, prepares and scans bank deposits; enters tax collection receipt into computer updating customer account 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 or property owners, size of parcels, assessed value, current and delinquent tax status, tax sales and redemption process; takes 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; processes rollback releases; enters mortgage company and bank requests for tax payments; enters refunds for double-payments on real and personal property; prepares and mails tax notices and statements on delinquent properties; provides a list of all properties to be sold to the county auditor; files and monitors bankruptcy claims to ensure payment.

Prints and protects payroll checks and transfers funds for direct deposits; prints warrant checks and verifies amounts and signatures; 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; enters all general journal entries and processes monthly reports on both funds; balances reports with manual ledgers.

Processes, balances, apportions and distributes all tax revenues through the distribution process to the individual government taxing units in the county; help keep accurate record of interest earned on investments.

Assists in the balancing, posting and distribution of personal property taxes; performs daily and/or weekly balancing of receipts with revenue and petty cash; reconciles bank and credit card statements.

Prepares balancing reports and documents as needed to complete annual audits; coordinates and cooperates with independent auditors to verify accuracy of the same; makes corrections and adjustments to taxpayer accounts as determined necessary by the State Tax Commission.

Monitors payment of fees and assessments for special improvement districts; conducts annual mailing of billing statements to customers of various special districts; appraises county treasurer of account status as needed to comply with legal conditions and bond requirements.

Performs related duties as required.

#### MINIMUM QUALIFICATIONS

1. Education and Experience:

A. Graduation from a high school with course background in bookkeeping, accounting, mathematics, finance or some other related field; plus, one (1) year of specialized training provided through in-service or professionally sponsored workshops;

AND

B. Four (4) years of progressively responsible work experience performing above or related duties;

OR

C. An equivalent combination of education and experience.

2. Required Knowledge, Skills and Abilities

**Considerable knowledge of** the operation and responsibilities of the County Treasurer's office; considerable knowledge of the laws and regulations governing tax collection in the county; modern bookkeeping and accounting practices and procedures; general office maintenance, (i.e., record keeping, filing, indexing, etc.); ; computer format and data entry on the County system.

**Working knowledge of** principles of supervision. **Some knowledge of** budgeting, finance and fiscal management.

**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 be able to operate 10-key by touch.

Must be bondable.

4. Work Environment:

Incumbent of the position performs in a typical office setting with appropriate climate controls. Tasks require variety of physical activities, not generally involving muscular strain, such as walking, standing, stooping, sitting, reaching, and light lifting. 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.

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**Disclaimer:** The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. 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. Date: \_\_\_\_\_  
(Employee)