

Job Title: Treasurer Assistant III

Prepared By: County Treasurer

Classification: Full-time

Prepared Date: May 12, 2015

Department: Treasurer

Approved By: Human Resources

Reports To: Deputy & Chief Deputy

Approved Date: 2/3/2016

Location: 525 E. Grand Ave.

FLSA Status: Non-Exempt

Definition: To perform routine and detailed clerical and customer service duties and responsibilities in support of the County Treasurer's Office; to provide information, collect, account for revenues, process documents, maintain records, and respond to inquiries and complaints as well as administer the rules and regulations of the office and the statutes of the State of Wyoming.

Supervision Received and Exercised:

Assistant County Treasurer III

Exercise technical supervision over Assistant County Treasurer I and II, and/or other lower level staff.

Receive general supervision from the Senior Deputy County Treasurer, Chief Deputy County Treasurer, and County Treasurer.

Distinguishing Characteristics:

Assistant County Treasurer III: This is the advanced journey level in the class series. Positions at this level receive limited direction and may give limited direction to Assistant County Treasurer I and II, giving assistance as new or unusual situations arise, and having a full understanding of the overall operation, procedures and policies of the County Treasurer. When filled from the outside, the employee is required to have prior related experience which allows them to meet the qualification standards for the III level. Positions at this level are distinguished from the II level by the performance and the full understanding of the department and the responsibility of giving direction and assistance to level I and II. Positions at the III level are normally filled by advancement after three years of successful performance at the II level.

Examples of Important and Essential Duties and Responsibilities:

1. Serve as an information source; answer the telephone and refer calls to appropriate department personnel; greet and assist public in a courteous manner, provide informational, county, and state policies and procedures.
2. Research and verify property taxes, motor vehicle taxes, vehicle liability insurance coverage, sales taxes, and mobile machinery taxes; prepare certified documents such

as motor vehicle registrations, sales tax and property tax notices for the public, County Attorney's Office, County Clerk's Office, and County Assessor's Office, and other entities.

3. Notify taxpayers of delinquent taxes.
4. Perform a variety of detailed and confidential clerical duties; enter and proofread all documents; maintain accurate files and records; receive and process incoming mail; process and presort outgoing mail; enter and retrieve various information from the computer system.
5. Maintain motor vehicle registration filing and destruction per the Wyoming Archive Retention Schedule.
6. Review the local obituaries and post data notes on the appropriate accounts.
7. Operate a variety of office machines including; PCs, typewriter, printers, copiers, calculators, fax, microfilm, and viewer, scanner, telephone system, routine use of word processing, and spreadsheet software applications.
8. Retrieve motor vehicle registration, property taxes, sales taxes, title, bills of sale information from the County Clerk's Office, County Assessor's Office, County Sheriff's Office, other counties and states, motor vehicle, mobile home, and mobile machinery dealers.
9. Collect, record and process all money, receipts and documents; balance cash drawer with receipts.
10. Transmit documents to the state department as assigned.
11. Print periodic financial, statistical or operations reports as assigned.
12. Maintain confidentiality of department information at all times.
13. Contact and work with internal county agencies (Clerk's Office, Assessor's Office, Sheriff's Office) and external agencies (county and/or state governmental levels) to resolve a variety of issues.
14. Administer all applicable State and Federal statutes concerning Departments of Transportation, Revenue, and Ad Valorem.
15. Assist in maintaining office inventory of supplies and equipment including fixed assets, specialized forms, license plates, and tabs.
16. Adhere to safe work practices and procedures.
17. Attend and participate in staff meetings, safety meetings, and related activities; attend workshops, conferences, and classes to increase professional knowledge; serve on committees as assigned.

Assistant County Treasurer III

In addition to the duties shared with Assistant County Treasurer II:

1. Review of sales tax receipts and oversight of corrections processed the previous business day.

2. Ordering and maintain records of office supplies, vendors, and stocking within the office.
3. Maintain the storage area and keep it organized and destruction of records per the Wyoming Archive Retention Schedule.
4. Help assist the taxpayer inquiries made through e-mail correspondence.
5. Assist customers with the Property Tax Relief Program, fill out forms, copy, and mail to the Department of Revenue.
6. Compile and maintain the 2290's for vehicles over 55000 pounds for the State of Wyoming, and preparation for audit by the federal government.
7. Maintain files for out of state titles with liens for customers and review for transfers to Wyoming titles and VIN inspections.
8. Attend and assist at the Annual Tax Lien Sale.
9. Backup and assist the Senior Deputy County Treasurer with other duties as assigned.

Other Job Related Duties:

Perform related duties and responsibilities as required.

Job Related and Essential Qualifications/ Requirements:

Assistant County Treasurer II

In addition to the qualifications of Assistant County Treasurer I:

Knowledge of:

- ❖ Operations, services, and activities of the office.
- ❖ Methods, techniques, and procedures related to the office.
- ❖ Pertinent Federal, State, and local laws, codes, and regulations including administrative and department policies and procedures.

Ability to:

- ❖ Prepare clear and concise reports.
- ❖ Interpret, explain, and apply common Federal, State, and local laws, policies and procedures.
- ❖ Perform the full range of customer service work in the office.
- ❖ Understand the organization and operation of the office and the County necessary to assume assigned duties.

Assistant County Treasurer III

In addition to the qualifications of Assistant County Treasurer II:

Knowledge of:

- ❖ Principles and practices of fiscal, statistical, and administrative data collection and report preparation.
- ❖ Time management principles.

Ability to:

- ❖ Independently make decisions and perform the full range of customer service work in the office.
- ❖ Handle multiple concurrent projects and manage priorities and tasks.
- ❖ Read, interpret, understand, and explain complex legal documents, Federal, State and local laws, policies, procedures, codes and regulations and apply appropriately.

Education/ Training/ Experience:

Assistant County Treasurer III

Experience:

- Three to four years experience in a position comparable to an Assistant County Treasurer II.

Education/Training:

- Equivalent to High School education with general office training.

License, Certificates, OR Registrations:

Must be current or obtained within a specified time frame as defined upon employment.

- Meet and maintain eligibility requirements for bonding.

Working Conditions:

Essential duties require the following:

Working Environment:

- Minimal exposure to undesirable working conditions.

Physical Activities:

- Essential functions require maintaining physical condition necessary for moderate physical activity such as sitting, standing, walking, kneeling, crouching, stooping, squatting, twisting upper body, and lifting an average of 40 lbs.