

**Job Title: Treasurer Assistant II**

**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 II**

Exercise technical supervision over Assistant County Treasurer I 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 II:** This is the full journey level in the class series. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating 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 II level. Positions at this level are distinguished from the level I by the performance of the range of duties assigned, working independently and exercising judgment and initiative. Positions at the II level are normally filled by advancement after one year of successful performance at the I 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 II**

*In addition to the duties shared with Assistant County Treasurer I:*

1. Review returned mail, post data note on the appropriate accounts, and file.
2. Assist in the preparation of materials and packets for the Annual Tax Lien Sale.
3. Maintain the pending registration files, processing, returning or send reminders to the taxpayers.
4. Maintain the insurance file, discard expired cards, attach plate/title number, and file.
5. Compile and maintain the spreadsheets for the daily and monthly comparisons.

6. Collect, record, and process the unpaid sales tax files, sending letters to the taxpayers and the Department of Revenue.

**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.

**Education/ Training/ Experience:**

**Assistant County Treasurer II**

**Experience:**

- Two years experience in a position comparable to an Assistant County Treasurer I.

**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.