

Part Time 1<sup>st</sup> Deputy Treasurer  
\$17.07/hr

Duties of First Deputy Treasurer include, but are not limited to, the following:

- Serve as cashier in regard to collection of all County monies (real estate taxes and all other County offices) and verify and daily balance cash drawers
- Count and receipt in all monies received in office daily
- Prepare daily bank deposits for cash drawers/s and Quietuses
- Learn tax software program to level of proficiency
- Coordinate, train and supervise part time assistance during spring and fall collections
- Receive, document and coordinate bankruptcy filings, claims and payments
- Print and mail ditch reconstruction and maintenance statements as required
- Track public employee tax delinquencies and prepare notification letters to the official of the subdivision of government for which the taxpayer is employed
- Receipt credit card payments
- Answer telephone, faxes and emails of inquiry from the public in a timely manner
- Other duties as needed and assigned by the Treasurer

Personal Traits:

- Possess a professional and positive attitude
- Be kind, yet firm when needed in dealing with the public
- Strong communication skills with the public, Treasurer, office staff and other offices and businesses
- Possess confidence in ability to do the job and understand the importance of accuracy
- Service minded, proud in accomplishment, but able to recognize need for help when needed
- Dedicated to the overall mission of the Treasurer's office
- Able to problem solve to achieve accuracy in record keeping
- Maintain level of commitment and loyalty combined with strong ethic of confidentiality in the office, while remaining transparent to the public regarding public information access

Skills:

- Computer savvy; Microsoft Excel and Word proficient
- Cash handling experience
- Detail minded
- Extremely organized
- 10-key calculator proficient
- Office automation (fax, copiers)
- Email and Internet proficient