

CHIEF DEPUTY TREASURER

GENERAL STATEMENT OF DUTIES: Performs a wide variety of responsible supervisory administrative and accounting duties in the office of the County Treasurer and substitutes for that official in his absence; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: The Chief Deputy Treasurer is responsible for the accounting and processing of receipts and maintenance of fiscal records. The duties of the position allow extensive discretion within the limits of departmental rules, policies and procedures; however, situations outside of these limits are referred to the County Treasurer. The Chief Deputy Treasurer supervises the employees of the department in all functions of its operation. Reports and records are reviewed by the County Treasurer and by periodic inspections by the State examiners.

EXAMPLES OF WORK: (Illustrative only)

Instructs and trains new employees in their duties;

Prepares transfer vouchers relating to delinquent taxes;

Prepares correspondence and various reports to State agencies;

Prepares distribution of funds and necessary vouchers relating to sales tax and other special funds;

Assists with or conducts annual sale of delinquent properties; collects and distributes proceeds and maintains or checks records pertaining to tax sale; handles redemptions of property;

Prepares rejected tax list for the Board of Supervisors;

Certifies plats;

Maintains payroll and personnel records of office;

Performs duties of cashier when necessary;

Furnishes information to public concerning office operations

Prepares school valuations for Supervisors of Public Instruction;

Orders and inventories supplies for the department.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES: Comprehensive knowledge of modern clerical-accounting practices; some knowledge of professional accounting practices; ability to follow complex oral and written directions and to prepare complex fiscal reports; some knowledge of the principles underlying State and County laws and regulations pertaining to County government; ability to plan and supervise the work of others; ability to effectively communicate with others, both orally and in writing; initiative; integrity; good physical condition.

ACCEPTABLE EXPERIENCE AND TRAINING: Some governmental accounting experience and graduation from a college or university of recognized standing with major work in business administration or governmental accounting; or any equivalent combination of experience and training which provides the required knowledge, skills and abilities.


Human Resources Director