

**POSITION DESCRIPTION
COUNTY OF CASS, INDIANA**

POSITION: Deputy Treasurer
DEPARTMENT: Treasurer
WORK SCHEDULE: As assigned
JOB CATEGORY: COMOT (Computer, Office Machine Operation, Technician)

DATE WRITTEN: March 2010

STATUS: Part-time

DATE REVISED:

FLSA STATUS: Non-exempt

To perform this position successfully, an individual must be able to perform each essential function of the position satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Cass County provides reasonable accommodations to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless those accommodations would present an undue hardship.

Incumbent serves as Deputy Treasurer for the Cass County Treasurer's Office, responsible for collecting, recording, and processing taxes and related payments, and assisting the public.

DUTIES:

Collects tax payments and issues receipts.

Prepares tax statements for mailing.

Answers telephone and greets office visitors, determining nature of call, responding to inquiries, taking messages, and/or directing calls to appropriate individual or department.

Performs related duties as assigned.

I. JOB REQUIREMENTS AND DIFFICULTY OF WORK:

High school diploma or GED.

Knowledge of state laws pertaining to tax collections and policies, practices, and legal requirements of the Department, with ability to effectively respond to inquiries and apply appropriate procedures accordingly.

Knowledge of standard filing systems and ability to create and maintain Department files.

Working knowledge of standard office procedures and computer software used by the Department, with ability to apply such knowledge to a variety of interrelated processes, tasks and operations.

Working knowledge of standard English grammar, spelling and punctuation, and ability to prepare tax statements as required.

Ability to properly operate standard office equipment, such as computer, calculator, telephone, copier, and fax machine.

Ability to effectively communicate orally and in writing with co-workers, other County departments, and the public, including being sensitive to professional ethics, gender, cultural diversities and disabilities.

Ability to provide public access to or maintain confidentiality of Department information and records according to state requirements.

Ability to comply with all employer and Department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to understand, memorize, retain, and carry out oral and written instructions and present finding in written or oral form.

Ability to work alone with minimum supervision and with others in a team environment.

Ability to work on several tasks at the same time and work rapidly for long periods, often under time pressure.

Ability to perform arithmetic calculations.

Ability to occasionally work extended hours to meet tax deadlines.

II. RESPONSIBILITY:

Incumbent performs regular, recurring duties according to state codes and Department policies and procedures, with priorities primarily determined by seasonal deadlines. Incumbent receives general supervision with assignments guided by broad policies and or general objectives, referring to supervisor when interpretations of department policies and procedures are thought necessary. On rare occasions, decisions are made in the absence of specific policies and procedures, and/or guidance from supervisor. Work errors are primarily detected or prevented through standard bookkeeping checks. Undetected errors could result in loss of time to correct error or inconvenience to other agencies or the public.

III. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with co-workers, other County departments, and the public for purposes of exchanging information and resolving discrepancies.

Incumbent reports directly to Treasurer.

IV. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs duties in a standard office environment, involving sitting for long periods, sitting/walking at will, keyboarding, lifting/carrying objects weighing less than 25 pounds, close vision, speaking clearly, and hearing sounds/communication. Incumbent occasionally works extended hours.

APPLICANT/EMPLOYEE ACKNOWLEDGMENT

The job description for the position of Deputy Treasurer for the Treasurer's Office describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?
Yes_____ No_____

Applicant/Employee Signature

Date

Print or Type Name