

SUMMIT COUNTY JOB DESCRIPTION

Job Title: Deputy Treasurer I
Division: Administration
Department: Treasurer

Effective Date: 3/1994
Last Revised: 11/2019

GENERAL PURPOSE

Performs a variety of complex clerical and financial tasks as needed to facilitate the collection of county property taxes and the processing of county general funds. Participates in the recording of tax remittances and maintenance of property tax records as required by law for the office of County Treasurer. Assists with the recording of county receipts and maintenance of county financial records.

SUPERVISION RECEIVED

Works under the general supervision of the Chief Deputy Treasurer.

SUPERVISION EXERCISED

None.

ESSENTIAL FUNCTIONS

Collects current and delinquent property tax payments over the counter, through the mail and online; posts all tax revenues to property tax software; prepares and issues receipts. Receives general county revenues and reconciles department receipts on a daily basis in accounting software. Operates check scanning equipment; prepares bank deposits.

Assists in the maintenance of county tax records, receipts and reports. Processes tax record changes according to established procedures. Assists with various delinquent tax mailings during the year.

Provides customer service to the public over the counter, on the telephone, and through email. Provides information related to property tax amounts, methods of payment, addresses or property owners, assessed values, and exemptions. Conducts records research as requested by property owners, banks, mortgage companies and title companies.

Manages billing function provided to special service districts. Issues invoices periodically, records payments and updates records.

Performs miscellaneous related duties as assigned by the County Treasurer and Chief Deputy Treasurer.

Performs related duties as required.

MINIMUM QUALIFICATIONS

1. Education and Experience:

A. Graduation from a high school with course background in bookkeeping, accounting, mathematics, finance or some other related field; plus (1) one year of specialized training related to above duties;

AND

B. Two (2) years of general clerical and/or financial experience;

OR

C. An equivalent combination of education and experience.

2. Required Knowledge, Skills and Abilities:

Computer Knowledge: Must have thorough understanding of Windows-based computer environment, including programs such as Word, Excel, and Outlook email. Knowledge of cloud-based computing preferred.

Accounting Knowledge: Basic accounting knowledge, ability to perform basic mathematical functions quickly and accurately, and experience with banking procedures preferred.

Customer Service Knowledge: Must have ability to communicate effectively, verbally and in writing. Ability to develop effective working relationships with fellow employees, supervisors, elected officials and the public; work effectively and professionally in a typical office environment. Experience working with the public preferred.

General Knowledge: Knowledge of general office record keeping, filing, and indexing; ability to read and understand county legal documents. Knowledge of Summit County operating and personnel policies and procedures.

3. Work Environment:

Incumbent of the position performs in a typical office setting with appropriate climate controls. Tasks require variety of physical activities, not generally involving muscular strain, such as walking, standing, stooping, sitting, reaching, talking, hearing and seeing. Rapid work speed required to perform keyboard operations. Common eye, hand, finger, leg and foot dexterity required for essential job functions. Mental application utilizes memory for details, verbal instructions, emotional stability and some discriminating thinking.

SUMMIT COUNTY JOB DESCRIPTION

Job Title: Deputy Treasurer II
Division: Administration
Department: Treasurer

Effective Date: 3/94
Last Revised: 2/99

GENERAL PURPOSE

Performs a variety of **working level** complex clerical tasks as needed to expedite the mailing, collecting, and receipting of county property tax; participates in the issuance of tax notices and recording of tax remittances as required by law of the office of County Treasurer.

SUPERVISION RECEIVED

Works under the general supervision of the Chief Deputy Treasurer.

SUPERVISION EXERCISED

None.

ESSENTIAL FUNCTIONS

Collects tax payments, and receives all county revenues, over counter and through mail and receipts the same; computer posts all tax revenues; double checks name, address, amount, and statements; prepares and issues receipts; enters delinquent taxes into tax books and onto computer; prepares bank deposits.

Responds to public questions over counter or telephone; provides information related to tax amounts and charges, segregation of property, addresses or property owners, size of parcels, assessed value, and amount of delinquent tax.

Processes changes of address and ownership according to established procedures; makes changes on records and verifies correct property through legal descriptions; prepares delinquent tax statement noting year of delinquent tax, legal description, tax amount, penalty, and interest charges.

Conducts records research as requested by banks, mortgage companies and title companies; gives notice to property owners of potential loss of property for failure to pay taxes (five year delinquency).

Assists in the maintenance of county tax records, receipts and reports; may assist with record purging as needed.

Operates PC; follows strict guidelines for entering tax related data into computer system; updates records, balances accounts and ledgers. Assists in the balancing and posting of personal property taxes; performs daily and/or weekly balancing of receipts with revenue and petty cash; prepares bank deposits; reconciles bank statements.

Performs miscellaneous duties as assigned by the County Treasurer.

Performs related duties as required

MINIMUM QUALIFICATIONS

1. Education and Experience:
 - A. Graduation from a senior high school with course background in bookkeeping, accounting, mathematics, finance or some other related field; plus (1) one year of specialized training related to above duties;

AND

B. Three (3) years of responsible work experience providing exposure to above or related duties;

OR

C. An equivalent combination of education and experience.

2. Required Knowledge, Skills and Abilities:

Working knowledge of the operation and responsibilities of the County Treasurer's office; laws and regulations governing tax assessment and collection in the county; bookkeeping practices and procedures; general office maintenance, (i.e., record keeping, filing, indexing, etc.); interrelationships of various county offices; tax process and related charges and fines; standard banking processes and procedures; telephone etiquette, computer format and data entry on the County system. Competency in related computer programs. Knowledge of Summit County operating and personnel policies and procedures.

Ability to operate a variety of types of office equipment such as personal computer, mainframe terminal, adding machine, calculator, typewriter, etc.; perform basic mathematical functions quickly and accurately; read and understand county legal documents; communicate effectively, verbally and in writing; ability to develop effective working relationships with fellow employees, supervisors, elected officials and the public; work effectively in a typical office environment.

3. Special Qualifications:

Must be bondable.
Must be able to write legibly.
Must be able to operate 10-key by touch.

4. Work Environment:

Incumbent of the position performs in a typical office setting with appropriate climate controls. Tasks require variety of physical activities, not generally involving muscular strain, such as walking, standing, stooping, sitting, reaching, talking, hearing and seeing. Rapid work speed required to perform keyboard operations. Common eye, hand, finger, leg and foot dexterity exist. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking.

SUMMIT COUNTY JOB DESCRIPTION

Job Title: Deputy Treasurer III
Division: Administration
Department: Treasurer

Effective Date: 3/94
Last Revised: 2/99

GENERAL PURPOSE

Performs a variety of **full performance** complex clerical tasks as needed to expedite the mailing, collecting, and receipting of county property tax; participates in the issuance of tax notices and recording of tax remittances as required by law of the office of County Treasurer.

SUPERVISION RECEIVED

Works under the general supervision of the Chief Deputy Treasurer.

SUPERVISION EXERCISED

None.

ESSENTIAL FUNCTIONS

Collects tax payments, and receives all county revenues, over counter and through mail and receipts the same; computer posts all tax revenues; double checks name, address, amount, and statements; prepares and issues receipts; enters delinquent taxes into tax books and onto computer; prepares bank deposits.

Responds to public questions over counter or telephone; provides information related to tax amounts and charges, segregation of property, addresses or property owners, size of parcels, assessed value, and amount of delinquent tax.

Processes changes of address and ownership according to established procedures; makes changes on records and verifies correct property through legal descriptions; prepares delinquent tax statement noting year of delinquent tax, legal description, tax amount, penalty, and interest charges.

Conducts records research as requested by banks, mortgage companies and title companies; gives notice to property owners of potential loss of property for failure to pay taxes (five year delinquency).

Assists in the maintenance of county tax records, receipts and reports.

Responsible for indexing and microfilming documents; storing documents according to established archiving requirements; may assist with record purging as needed.

Operates PC; follows strict guidelines for entering tax related data into computer system; updates records, balances accounts and ledgers; reconciles bank statements.

Assists in the balancing and posting of personal property taxes; performs daily and/or weekly balancing of receipts with revenue and petty cash; prepares bank deposits.

Performs miscellaneous duties as assigned by the County Treasurer.

Performs related duties as required.

MINIMUM QUALIFICATIONS

1. Education and Experience:

A. Graduation from a senior high school with course background in bookkeeping, accounting, mathematics, finance or some other related field; plus (1) one year of specialized training related to above duties;

AND

B. Five (5) years of responsible work experience providing exposure to above or related duties;

OR

C. An equivalent combination of education and experience.

2. Required Knowledge, Skills and Abilities:

Considerable knowledge of the operation and responsibilities of the County Treasurer's office; laws and regulations governing tax assessment and collection in the county; bookkeeping practices and procedures; general office maintenance, (i.e., record keeping, filing, indexing, etc.); interrelationships of various county offices; tax process and related charges and fines; standard banking processes and procedures; telephone etiquette, computer format and data entry on the County system; Competency in related computer programs. Knowledge of Summit County operating and personnel policies and procedures.

Ability to operate a variety of types of office equipment such as personal computer, mainframe terminal, adding machine, calculator, typewriter, etc.; perform basic mathematical functions quickly and accurately; read and understand county legal documents; communicate effectively, verbally and in writing; ability to develop effective working relationships with fellow employees, supervisors, elected officials and the public; work effectively in a typical office environment.

3. Special Qualifications:

Must be bondable.

Must be able to write legibly.

Must be able to operate 10-key by touch.

4. Work Environment:

Incumbent of the position performs in a typical office setting with appropriate climate controls. Tasks require variety of physical activities, not generally involving muscular strain, such as walking, standing, stooping, sitting, reaching, talking, hearing and seeing. Rapid work speed required to perform keyboard operations. Common eye, hand, finger, leg and foot dexterity exist. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking.