



JOB DESCRIPTION

JOB TITLE:	Chief Deputy Clerk/Treasurer	FLSA:	Non - Exempt
DEPARTMENT:	Clerk/Treasurer	GRADE:	M1
REPORTS TO:	Clerk/Treasurer	DATE:	10/06/2016

SUMMARY OF JOB PURPOSE:

Responsible for supervising operations and staff related to Clerk/Treasurer Department services; acts for County Clerk/Treasurer in their absence.

ESSENTIAL FUNCTIONS:

This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.

- Plans, organizes, assigns, supervises, reviews and evaluates the work of assigned staff.
- Recommends selection of staff; trains staff and provides for their professional development; administers discipline as required.
- Assists in the development and implementation of goals, objectives, policies, and priorities for assigned programs; recommends and administers policies and procedures.
- Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; recommends, within departmental policy, appropriate service and staffing levels.
- Assists in the development and administration of the department's annual budget; participates in the forecast of funds needed for staffing, equipment, materials, and supplies; monitors and approves expenditures; implements adjustments.
- Bills, collects, balances and maintains taxes; reports, amendments, penalties (interest), refunds, receipts, apportionments, notices, correspondence, late notices, research, internet credit card payments, research, and billing to new owners of record through newly recorded deeds; prepares status files, process file payments, and bill requests from all mortgage companies and tax services.
- Performs banking duties; bank deposits, scan checks directly to the bank, cancels/voids checks, verifies bank deposits, withdraws, and direct deposit receipting (federal and state), and general maintaining of bank accounts; acts as signatory for bank accounts; receipts income received from State, County and City entities.
- Reconciles daily receipts to correct fund/ accounts Balance cash, checks, credit cards (online and in office); posts all daily transactions.
- Performs mandated reporting; bill/Abatements, Property Tax Collections, State Medical Indigent, Tax Revenue Projections/Department of Taxation, Justice Court Reports/ Admin Assessments, Marriage License Reports, Moving Permits Report, Public School Operating Distribution, and Voucher Remittance to State.
- Performs duties of Clerk/Treasurer staff; assists public and resolves issues; answers questions.

This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.



CHIEF DEPUTY CLERK/TREASURER

ESSENTIAL FUNCTIONS: (continued)

- Performs annual balancing and closeouts; balances Special Assessments, closes out Fiscal Year, extends the Roll, prepares and coordinate the printing and mailing of the Real Tax Bills; collaborates efforts with Comptroller to close fiscal records and establish receivables.
- Publishes a variety of notices; Delinquent Tax Notifications, Trustee Certifications, Treasurer's Deed for all tax properties going into Trust. Notices of Delinquent Property Owners. Tax Levies, Collections Report to Comptroller, and delinquent tax list.
- Performs periodic audits to ensure that journals and ledgers balance and reconciles such documents as required; coordinates the annual and special audits of the department and acts in liaison with internal and external auditors.
- Contributes to the efficiency and effectiveness of the unit's service to its customers by offering suggestions and directing or participating as an active member of a work team.
- Represents the County with dignity, integrity, and a spirit of cooperation in all relationships with staff and the public.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Education and Experience:

Associate's degree in accounting, finance, or a related field; AND four (4) years of public agency accounting, auditing and financial analysis experience; OR an equivalent combination of education, training and experience.

Required Knowledge and Skills

Knowledge of:

- Principles and practices of employee supervision, including selection, work planning, organization, performance review and evaluation, and employee training and discipline.
- Applicable state and Federal statutes, rules, codes, and regulations.
- Principles and practices of general and fund accounting.
- Budgetary practices and terminology.
- Financial record keeping and bookkeeping practices and techniques.
- Correct business English, including spelling, grammar and punctuation.
- Principles and practices of governmental accounting.
- Principles and practices of auditing financial documents and records.
- Personal computers utilizing standard and specialized software applications.
- Techniques for dealing with a variety of individuals from various socio-economic, ethnic and cultural backgrounds, in person and over the telephone.



CHIEF DEPUTY CLERK/TREASURER

Skill in:

- Planning, organizing, supervising, reviewing and evaluating the work of others.
- Training others in policies and procedures related to the work.
- Answering questions, advising staff, and providing effective customer service.
- Reviewing financial documents for completeness and accuracy.
- Interpreting, applying and explaining applicable laws, codes and regulations.
- Maintaining accurate financial records and preparing accurate and timely reports.
- Performing accurate arithmetic calculations.
- Working without close supervision in standard work situations.
- Interpreting, explaining and applying principles and practices of general, fund and governmental accounting.
- Using initiative and independent judgment within established procedural guidelines.
- Establishing and maintaining effective work relationships with staff, coworkers, contractors and the public.

REQUIRED CERTIFICATES, LICENSES, AND REGISTRATIONS:

- None.

PHYSICAL DEMANDS & WORKING ENVIRONMENT:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Mobility to work in typical office setting and use standard office equipment; stamina to sit for extended periods of time; strength to lift and carry up to 20 pounds; vision to read printed materials and a computer screen, and hearing and speech to communicate in over the telephone.