

ROSEBUD COUNTY

Job Description

CLASS TITLE: Clerk Treasurer

ACCOUNTABLE TO: County Treasurer

PRIMARY OBJECTIVE OF POSITION: Under general supervision, performs a variety of moderately complex clerical tasks associated with the Treasurer's Office; work varies, adjusts work methods to meet task requirements; Generally operates within prescribed standards and procedures.

ESSENTIAL JOB FUNCTIONS:

- Must possess the ability to meet the public and communicate with understanding and hear and speak with clarity;
- Work is primarily performed in an office setting;
- Must possess computer knowledge and skills;
- Physical demands include standing, walking, bending, prolonged sitting, stooping, and lifting up to 35#s (greater with assistance).
- Must possess a valid Montana Operator's License.

MAJOR AREAS OF ACCOUNTABILITY AND PERFORMANCE:

- Waits on customers at counter providing information and answering inquiries;
- Operates a variety of office machines, including computer terminal and printers;
- May routinely receive large amounts of funds;
- Initiates daily, weekly, monthly, and annual operational records;
- Works with information which is often limited as to details;
- Position requires substantial contact with public and fellow employees in which tact and diplomacy are necessary and often involving confidentiality;
- The Treasurers' Office is the repository of County funds;
- Performs other related duties as may be assigned.

MAY PERFORM SPECIFIC DEPARTMENT FUNCTIONS:

As property tax clerk

- Receipts of taxes, calculates and disburses taxes received to the taxing units;
- May distribute protested taxes, make corrections, cancellations, and adjustments of personal and real estate taxes as required;
- Responsible for balancing all actual money received, receipting of mailed payments, and entering data into the computer of customer payments;
- Prepares a monthly balance report for monies collected from motor vehicles, taxes, state funds, and collections from various sources;
- Generates a monthly update report for delinquent tax accounts;
- Balances bank statements monthly.

CLASS TITLE: Deputy Clerk Treasurer (continued)

As Motor Vehicle Clerk

- Assists with the titling, licensing, and registration of motor vehicles;
- Prepares all statements for real estate, personal, and mobile home taxes.

SUPERVISION - RESPONSIBILITY FOR WORK OF OTHERS: None

EDUCATION, TRAINING, AND EXPERIENCE REQUIREMENTS:

- Graduation from High School or its equivalent; PLUS
- Two (2) years of experience in an office with typing, public contact, and computer skills required;
- Bookkeeping skills helpful;
- Must possess a valid Montana Operator's License.

EXAMPLES OF PERFORMANCE CRITERIA AND EXPECTATIONS:

- Prepares statements for real estate, personal, and mobile home taxes, receipts taxes, calculates and disburses taxes received to the taxing units;
- Daily balances actual money received, prepares receipts for all mailed payments daily;
- Daily enters customer payments;
- Confidential information is handled properly with discretion and integrity;
- May perform the Duties of the Treasurer, by assignment, in his/her absence.

Reasonable accommodations may be made to enable individuals with disabilities to perform any non-essential job function.

Revised 10-01-2015