

# Delaware County

## POSITION DESCRIPTION

Title: Deputy Treasurer	Department: Treasurer
Reports to: Treasurer	FLSA Status: Non-exempt
Approval Date: June 17, 2019	Revision Date: N/A

### **Position Profile**

Primary functions of the job are to administer operations for County Treasurer Office.

### **Duties and Responsibilities**

- Serves as administrator for the County's tax collection fund and tax foreclosure fund.
- Assists in the preparation of applicable reports
- Collaborates with applicable agencies regarding tax collections, homestead denials, Board of Review changes, and Oklahoma tax tribunal orders
- Administers annual settlements for the collection of delinquent taxes
- Purchases real delinquent taxes annually and distributing amounts to taxing units
- Monitors contract with external agencies for the foreclosure of unpaid delinquent taxes
- Responsible for the collection and settlement of delinquent taxes.
- Provides comprehensive customer service, including delivery of accurate, prompt, and courteous assistance on complex policies, guidelines, and standard practices to internal and external customers, both verbally and in writing.
- Ensures the proper collection and balancing of cash intake and receipts in accordance with County and governmental standards.
- General clerical duties including photocopying, fax and mailing.
- Maintain electronic and hard copy filing system.

### **Qualifications**

Must be a minimum of 18 years of age. Preferred: Reporting Skills, Administrative Writing Skills, Microsoft Office Skills, Managing Processes, Organization, Analyzing Information, Professionalism, Problem Solving, Supply Management, Inventory Control, and Verbal Communication.

### **Education and/or Experience**

High School Diploma/GED preferred. Two years in an office environment preferred. Purchasing experience preferred. Experience with Government statutes preferred.

### **Knowledge, Skills, and Abilities**

- Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, stenography and transcription, designing forms, and other office procedures and terminology.
- Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

- Communicate well both verbally and in writing, and exhibit a willingness and ability to learn computer operations on a variety of different systems.
- React quickly and calmly to emergency situations;
- Establish and maintain positive relationships with other upper management, supervisory staff, employees, and the general public.
- Work well alone or within a team.
- Utilize MS Office products at basic (create new documents, open/edit existing documents) to intermediate (import/export data, create templates) skill level.
- Exercise sound judgment and solicit assistance for decisions in a manner consistent with the essential job duties and responsibilities.
- Respond to inquiries or complaints from employees, guests, regulatory agencies, and others.
- Travel locally, regionally, or out-of-state as needed.
- Update job knowledge by participating in educational opportunities; professional organizations; attending expos/conventions; and developing or maintaining professional networks.

### **Physical Demands**

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

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to stand; walk; and stoop, kneel, crouch or crawl. The employee is frequently required to sit for long periods of time. The employee is occasionally required to lift and/or move up to twenty five (25) pounds.

### **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The employee is regularly exposed to an indoor office work environment. The noise level varies from light to moderate. Frequently uses personal computer system to perform job functions. The employee may be exposed to the risks associated in attempting to resolve issues with extremely irate or difficult people.

The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job. The duties and responsibilities listed within this job description are subject to change or reassignment by management at any time.

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Read and Sign:

I have read the above job description and received a copy of said description. I understand and am fully aware of the requirements of the position. I hereby acknowledge and agree that I am capable of fulfilling all job duties and requirements, including the physical requirements, and that I am fully able to comply with the job description.

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Employee's Name (Printed)

Date

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Employee's Name (Signature)

Date