

**MONONA COUNTY
JOB DESCRIPTION**

Position: Deputy Treasurer **Reports to:** Treasurer

Department: Treasurer **Revision date:** July 1993

GENERAL SUMMARY

Under the general supervision of the County Treasurer, the Deputy Treasurer collects taxes and other fees and apportions monies to the proper accounts.

ESSENTIAL JOB DUTIES

Deals directly with public at counter, through mail and on telephone. Opens, sorts and appropriately handles incoming mail. Collects taxes from taxpayers at counter and through the mail. Assists individuals filling out forms such as elderly, disabled, homestead and military credits. Processes title applications, registrations, liens and lien cancellations.

Calculates tax, appropriate tax credits and penalties. Prepares tax receipts for collection. Alphabetizes and files receipts. Reviews applications for credits such as elderly and disabled tax credits. Calculates tax credits and makes appropriate adjustments. Calculates tax sale redemptions.

Maintains accurate record of all financial transactions performed in treasurer's office. Uses balance sheet to verify all cash is accounted for. Enters daily debits, credits and cash at the end of each day. Enters figures from balance sheet in register.

Prepares reports summarizing financial transactions as specified in Iowa code. Prepares semiannual and annual statement reporting cash on hand to the Board of Supervisors for verification of accuracy and cash count. Sends report to state summarizing dollar amounts for Homestead and Military tax credits.

Participates in the preparation of tax sale of properties with delinquent taxes. Compiles lists of total tax, penalty, and costs and submits to newspapers.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Individuals must possess the following knowledge, skills and abilities or be able to explain and demonstrate that the individual can perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skills and abilities and to possess the necessary physical requirements with or without the aid of mechanical devices, to safely perform the essential functions of the job.

Knowledge of proper procedures for assessing taxes, processing credits, and reconciling financial records.

Knowledge of the Code of Iowa pertaining to the county treasurer's office.

Knowledge of proper format for various forms and reports used in the treasurer's office.

Skill in effectively dealing with public in a courteous and helpful manner, in person and over the telephone, including dealing with individuals with a variety of personalities and moods.

Ability to perform basic math and bookkeeping functions. Ability to make change from cash transactions.

Ability to operate cash register, adding machine, and computer in order to reconcile financial statements and prepare financial reports.

Ability to operate standard office equipment including photocopier, telephone, and typewriter.

Ability to communicate effectively in written and oral form to inform, explain and persuade.

Ability to maintain orderly files and records using standard alphabetical and numerical sequencing.

Ability to prepare reports and maintain accurate records. Ability to proofread and check work for accuracy.

Ability to lift and carry heavy books weighing up to 15 pounds.

Ability to reach, climb, balance and kneel in order to obtain and return appropriate record books.

ENTRY REQUIREMENTS

High school diploma or ability to read, write and perform basic mathematics at the high school level. Some business college or experience working in an office setting recommended.

WORK ENVIRONMENT

Works inside. Majority of work is performed while seated at desk or standing in office. Frequently has direct contact with public. Work includes frequent interruptions.

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1. Marginal functions of positions that are incidental to the performance of fundamental job duties have been excluded from our job descriptions.
 2. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.
 3. Job descriptions in no way state or imply that the description includes every duty to be performed by the employee occupying the position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.
 4. The County reserves the right to change or reassign job duties, or combine positions at any time.