



# Treasurer Clerk

*The County is an equal opportunity employer. The County shall, upon request, provide reasonable accommodations to otherwise qualified individuals with disabilities.*

*This job description is intended to reflect core areas of responsibility and an incumbent employees' knowledge and skill set needed to complete those functions. This document is not intended to catalog*

*each individual duty; employees are routinely called upon to address emerging employer requirements in alignment with individual work units and assignments of jobs. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer change.*

**Job Title:** Treasurer Clerk  
**Department:** Treasurer Office

**FLSA Status:**  Non-Exempt  Exempt  
**Reports to:** Treasurer

**Work Unit Overview:** The Treasurer's office is responsible for the collection of real and personal property taxes in the County through an annual billing process. In addition, this department records miscellaneous revenues from county departments, school districts and other special taxing districts of the County. The department also issues real property tax assignment certificates and tax deeds for those properties. In addition, this department provides licensing, registration, and title services to County residents. The Department registers and titles cars, trucks, snowmobiles, boats, motorcycles, trailers and motor homes.

**Job Summary:** The Treasurer Clerk is responsible for providing property tax services to County residents in accordance with established procedures and applicable laws. Duties include assisting the public, in person and over the phone, with property tax-related issues and questions, collecting property tax from County citizens, assisting the tax department in receipting taxes and monies into various county funds, and performing specialized accounting and payment processing of all tax payment types. In addition the Clerk is responsible for providing licensing, registration and title services to County residents according to departmental policies and applicable laws. Duties include assisting the public with motor vehicle registration and licensing process and providing information on various topics related to licensing and registration, such as title application procedures and registration requirements to assist the public in complying with motor vehicle regulations and law.

**Essential Functions (Major Duties or Responsibilities):** *These duties are the essential functions and are not all-inclusive of all duties that the incumbent performs.*

- Process tax payments and accounts receivable to ensure accurate, complete, and efficient verification, posting, and recording of tax payments to the County according to established procedures and laws. Review, validate, create tax vouchers and identify basic errors and discrepancies (e.g., unidentified payments, unspecified payment year/quarter, overpayments, missing information, etc.).

- Coordinate and assist with annual mailing of revenue and tax bills, including filing duplicate copies according to established procedures and tax laws. Collect taxes and issue permits for moving mobile homes, handle daily deposits, file A101's daily, and process the balancing of the cash drawer(s) in the absence of the supervisor.
- Record miscellaneous revenues from county departments, school districts, and other special taxing districts of the County according to established policies. Issue real property tax assignment certificates and tax deeds as appropriate.
- Coordinate accounting and payment processes, including any wire payments, NSF and returned transactions, creation of County budget and accounting system journals, and conduct research to unsuspend problem payments for all tax/account types.
- Provide guidance and technical assistance to Accounting Clerks to explain and demonstrate atypical accounting and payment procedures, resolve accounting problems, and promote accurate and efficient processing of County business. Distribute validated payments and vouchers to the remittance scanner or manually post validated payments to appropriate account and period utilizing the county's batching system or directly on-line in the department's budget and accounting system.
- Resolve basic errors and discrepancies by verifying taxpayer information through review of other departments' and agencies' records, contacting taxpayers by phone or in writing, and/or requesting copies of checks from banks to identify proper posting.
- Process tax payments and accounts receivable to ensure accurate, complete, and efficient verification, posting, and recording of tax payments to the County according to established procedures and laws. Review, validate, and create tax vouchers and identify basic errors and discrepancies (e.g., unidentified payments, unspecified payment year/quarter, overpayments, missing information, etc.).
- Assist with taxpayer registration, which includes maintaining, updating, or adding taxpayer account information as submitted on paper documents or electronically filed tax returns via automated registration functions for a limited number of tax types. Assist with processing taxpayer account data to ensure accuracy, efficiency, and completeness. This may include establishing database files; receiving and verifying information, monitoring automated updates; generating reports; purging records as appropriate, and/or assisting with manual records management.
- Assist motor vehicle or tax supervisor in preparing the daily balance sheet by counting cash and adding checks. Collect, handle, and account for motor vehicle tax fees. Balance accounts and deposit daily collections in proper accounts.
- Assist customer with the motor vehicle title and registration process by explaining applicable requirements ordained by laws and rules. Verify accuracy and completeness of customer paperwork such as title, supporting documents, proof of insurance, and ensure all specific requirements are satisfied. Refers complex problems to supervisor. Process completed applications and issue motor vehicle titles and licenses according to department policies. Assign plate numbers and registration information for tax exempt vehicles.

- Verify collected amount with receipt amount and reconciling the cash drawer. Communicate with the public, county departments and other entities. This includes writing and sending correspondence per policies and procedures. Process incoming mail daily.
- Enter school budgets, balance all school funds monthly, enter school JV's, and monthly data as needed. Prepare reports for all school districts,

**Non-Essential Functions:**

- Establish and maintain a variety of files, perform clerical and administrative functions in support of administering County policies and procedures, and other tasks associated with various functions of the Office.
- Perform other duties as assigned including but not limited to managing special projects, attending meetings and conferences, providing backup for other staff, participating in training, etc.

**Physical Demands and Working Conditions:** *The demands and conditions described here are representative of those the employee must meet to perform the essential functions of the job*

- Frequent periods of sitting and standing and occasionally required to reach with hands and arms, and stoop, kneel, crouch, or crawl.
- Specific vision abilities required by this job include close vision (clear vision at 20 inches or less).
- Work is performed primarily in an office environment.
- Must be able to lift a minimum of 15 pounds.
- Work atmosphere may be noisy and hectic due to contact with the general public in person and on the phone.

**Supervision Exercised:** Not a supervisory position.

**Knowledge, Skills, and Abilities:**

The job requires knowledge of accounting and bookkeeping procedures; automated data processing systems; pertinent property tax codes and regulations; principles and practices of customer service; how fees are calculated, the application of fees, definition of fees, taxable value, and how to explain this to customers with differing knowledge bases; additional documentation that may be required such as insurance requirements and handicap authorizations; applicable taxes, percentages due, when they are due, and exceptions; reference materials; collection laws and procedures for delinquent R.E., P.P, M.H., and U.T. taxes; and applicable reference books. Knowledge of state and county motor vehicle licensing and registration laws, reference materials such as Polk and Peck Books, Blue Books, Registration, and Title Manuals.

The job requires skill in the use of various databases, software and computer systems, accounting and bookkeeping procedures, and customer service; records maintenance, handling non-public confidential information appropriately; working independently to achieve department goals and explaining complicated tax information to customers with differing knowledge bases.

The job requires the ability to communicate effectively verbally and in writing; securely handle and deliver taxpayer information and payment documents to appropriate staff, identify and correct data

errors, operate specialized data processing systems, accurately cashier transactions; calculate and collect taxes and fees due, use tax reference materials, and problem-solve with customers.

**Education and Experience:**

The job requires education and experience equivalent to a high school diploma or GED and two (2) years' experience cashiering, general office work and customer service. Equivalencies include post-secondary course work and one (1) year of experience in data entry, property tax department, and computer operations or related work.