

**POSITION DESCRIPTION
COUNTY OF HENRY, INDIANA**

POSITION: Second Deputy
DEPARTMENT Treasurer
WORK SCHEDULE: 7 am – 5 pm, Tuesday – Thursday, and 7 am – 4 pm, Friday
(35 hours)
JOB CATEGORY: COMOT III (Computer, Office Machine Operation, Technician)

DATE WRITTEN: 1986 **STATUS:** Full-Time
DATE REVISED: 1993; October 1996; January 2022 **FLSA:** Non-Exempt
SALARY: \$31,779 Annual (2022)

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Incumbent serves as Second Deputy for the Treasurer, responsible for processing a variety of documents and payments, maintaining records, and assisting the public.

DUTIES:

Performs a variety of standard clerical duties, including issuing various permits, maintaining surplus book, ensuring outgoing checks are stamped/signed/dated, receiving and receipting various payments, and assisting in balancing cash/receipts with computer at end of day as assigned.

Processes bankruptcies, foreclosures and estates as assigned, including reviewing documents for completeness and accuracy, posting on computer, researching taxes, filing documents with courts, monitoring/ maintaining files, and testifying in court as needed.

Processes and maintains excise tax records as assigned, including receiving/reviewing receipts from Bureau of Motor Vehicles (BMV) branches, posting and balancing ledger, and communicating with BMV personnel as needed.

Assists in answering telephone and greeting office visitors, determining nature of business, responding to inquiries, providing assistance, researching information, or directing to appropriate department. Prepares mobile home title transfers and moving permits.

Assists First Deputy in reconciling monthly bank statements, including correcting errors in accounts, and posting monthly service charges.

Maintains mortgage company records on computer, adding/deleting properties and researching identification numbers as needed.

Periodically assists with tax sale as assigned, including preparing and mailing statements and letters, receiving and posting payments on computer.

Periodically assists in printing and preparing tax statements and personal property demand notices for mailing, posting payments on computer, and balancing related accounts.

Periodically researches and identifies delinquent taxpayers employed by schools, County, and state, prepares and submits related reports, makes payment arrangements, and posts payments. Researches tax delinquency for alcohol license applicants, preparing and mailing notices as needed.

Periodically assists State Board of Accounts in researching various information for annual audit.

Periodically attends training seminars as required or as needed.

Performs related duties as assigned.

I. JOB REQUIREMENTS AND DIFFICULTY OF WORK

High school diploma or GED.

Working knowledge of applicable local and state rules and regulations, department policies and procedures, and legal terminology regarding bankruptcy, foreclosure, estates, various taxes, and mobile home permits, and ability to research and apply such knowledge to a variety of interrelated processes, tasks and operations.

Working knowledge of basic bookkeeping principles and ability to perform simple arithmetic calculations, maintain accurate records/files, reconcile accounts, and prepare reports as required.

Working knowledge of standard English grammar, spelling and punctuation, and ability to type with speed and accuracy, and properly operate a variety of standard office equipment, including computer, printer, telephone, fax, typewriter, validator, copier, cash register and calculator.

Ability to understand and follow oral and written instructions, and work with others in a team environment.

Ability to work on several tasks at the same time and complete assignments effectively amidst frequent distractions and interruptions.

Ability to effectively communicate orally in a courteous, tactful manner with co-workers, other County personnel, abstractors, realtors, attorneys, BMV personnel, mortgage companies, and the public, including being sensitive to professional ethics, gender, cultural diversities and disabilities.

Ability to occasionally work extended hours and occasionally travel out of town for training, but not overnight.

II. RESPONSIBILITY

Incumbent receives general instructions and work assignments and exercises discretion in selecting appropriate methods and procedures to apply to specialized areas of responsibility. Work is reviewed at critical phases and upon completion with errors in work product usually prevented through procedural safeguards and detected through standard bookkeeping checks and proofreading. Errors in work may result in some loss of time in department or inconvenience and confusion to members of the public.

III. PERSONAL WORK RELATIONSHIPS

Incumbent maintains frequent communications with co-workers, other County personnel, abstractors, realtors, attorneys, BMV branches, mortgage companies, and the public for purposes of exchanging information and explaining/interpreting policies, procedures and tax liabilities.

Incumbent reports directly to Chief Deputy.

IV. PHYSICAL EFFORT AND WORK ENVIRONMENT

Incumbent performs duties in a standard office environment involving lifting/carrying books and boxes weighing less than 25 pounds, sitting for long periods, standing, pushing/pulling objects, kneeling, climbing ladders, reaching, handling/grasping/fingering objects, close vision. Incumbent occasionally works extended hours, and occasionally travels out of town for training, but not overnight.

APPLICANT/EMPLOYEE ACKNOWLEDGEMENT

The job description for the position of Second Deputy for the Treasurer describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?

Yes_____No_____

Applicant/Employee signature

Date

Print/Type Name