



VALLEY COUNTY JOB DESCRIPTION

Deputy Treasurer/Indigent Assistant

Department: Treasurer's Office

Reports to: Chief Deputy Treasurer

Pay Grade: 6

Date Established: 1/2017

Date Revised: 9/2019

FLSA Status: Non-exempt

CLASSIFICATION SUMMARY

Collect all taxes due the taxing districts of Valley County in accordance with the Idaho State Code. As the Indigent Assistant, support the Indigent Director to ensure applications for assistance are processed in a timely manner and according to Idaho Code. Exercise independent judgment and initiative within established legal policies and procedures.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Provides courteous and prompt customer service;
- Processes incoming payments;
- Prepares bank deposits;
- Assists Indigent Director;
- Assists in collecting non-sufficient funds checks;
- Maintains records in accordance with document retention requirements established by Idaho State statute;
- Processes vendor remittances;
- Redeems warrants;
- Regularly operates a county vehicle;
- Performs reconciliations on bank accounts;
- Performs all work duties and activities in accordance with County policies, procedures, and safety practices;
- Performs other duties as assigned.

MINIMUM REQUIREMENTS:

- High school diploma or equivalent;
- Two years of clerical, bookkeeping, cash handling and office experience;
- Valid driver's license;
- Strong customer service skills;
- Ability to safely drive a vehicle;
- Basic understanding of record keeping and filing practices and procedures;
- Ability to perform mathematical functions;
- Ability to understand and apply the laws and regulations governing property tax collection and disbursements;
- Basic computers skills;
- Strong verbal and written communication skills;
- Able to speak and understand the English language;

- Ability to work independently and as a team;
- Exercises good judgment and creative approaches to problem solving;
- Ability to maintain a professional demeanor;
- Ability to demonstrate integrity in the performance of tasks and solving problems.

PHYSICAL DEMANDS & WORK ENVIRONMENT:

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

While performing the duties of this position, the employee is frequently required to stand, walk, sit, stoop, kneel, bend, use hands to keyboard or type, handle materials and reach with hands and arms. The employee must occasionally lift or move up to 25 pounds. Specific vision abilities required include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. Sufficient clarity of speech and hearing abilities required by this position includes those which permit the employee to discern verbal instructions and communicate effectively in person and by telephone. While performing the duties of this position, the employee works in an office setting where the noise level is usually moderate.