

**Job Title: Treasurer Assistant I**  
**Classification: Full-time**  
**Department: Treasurer**  
**Reports To: Deputy & Chief Deputy**  
**Location: 525 E. Grand Ave.**

**Prepared By: County Treasurer**  
**Prepared Date: May 12, 2015**  
**Approved By: Human Resources**  
**Approved Date: 2/3/2016**  
**FLSA Status: Non-Exempt**

**Definition:** To perform routine and detailed clerical and customer service duties and responsibilities in support of the County Treasurer’s Office; to provide information, collect, account for revenues, process documents, maintain records, and respond to inquiries and complaints as well as administer the rules and regulations of the office and the statutes of the State of Wyoming.

**Supervision Received and Exercised:**

**Assistant County Treasurer I**

Exercise no supervision.

Receive general supervision from the Senior Deputy County Treasurer, Chief Deputy County Treasurer, and County Treasurer.

**Distinguishing Characteristics:**

**Assistant County Treasurer I:** This is the entry level of the class series. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise. Positions at this level usually perform most of the duties required of the positions at the II level, but are not expected to function as the same skill level and usually exercise less independent discretion and judgment in matters related to work procedures and methods. Since this class is often used as a training level, employees may have only limited or no direct related work experience.

**Examples of Important and Essential Duties and Responsibilities:**

1. Serve as an information source; answer the telephone and refer calls to appropriate department personnel; greet and assist public in a courteous manner, provide informational, county, and state policies and procedures.
2. Research and verify property taxes, motor vehicle taxes, vehicle liability insurance coverage, sales taxes, and mobile machinery taxes; prepare certified documents such as motor vehicle registrations, sales tax and property tax notices for the public, County Attorney’s Office, County Clerk’s Office, and County Assessor’s Office, and other entities.
3. Notify taxpayers of delinquent taxes.

4. Perform a variety of detailed and confidential clerical duties; enter and proofread all documents; maintain accurate files and records; receive and process incoming mail; process and presort outgoing mail; enter and retrieve various information from the computer system.
5. Maintain motor vehicle registration filing and destruction per the Wyoming Archive Retention Schedule.
6. Review the local obituaries and post data notes on the appropriate accounts.
7. Operate a variety of office machines including; PCs, typewriter, printers, copiers, calculators, fax, microfilm, and viewer, scanner, telephone system, routine use of word processing, and spreadsheet software applications.
8. Retrieve motor vehicle registration, property taxes, sales taxes, title, bills of sale information from the County Clerk's Office, County Assessor's Office, County Sheriff's Office, other counties and states, motor vehicle, mobile home, and mobile machinery dealers.
9. Collect, record and process all money, receipts and documents; balance cash drawer with receipts.
10. Transmit documents to the state department as assigned.
11. Print periodic financial, statistical or operations reports as assigned.
12. Maintain confidentiality of department information at all times.
13. Contact and work with internal county agencies (Clerk's Office, Assessor's Office, Sheriff's Office) and external agencies (county and/or state governmental levels) to resolve a variety of issues.
14. Administer all applicable State and Federal statutes concerning Departments of Transportation, Revenue, and Ad Valorem.
15. Assist in maintaining office inventory of supplies and equipment including fixed assets, specialized forms, license plates, and tabs.
16. Adhere to safe work practices and procedures.
17. Attend and participate in staff meetings, safety meetings, and related activities; attend workshops, conferences, and classes to increase professional knowledge; serve on committees as assigned.

### **Other Job Related Duties:**

Perform related duties and responsibilities as required.

### **Job Related and Essential Qualifications/ Requirements:**

#### **Assistant County Treasurer I**

#### **Knowledge of:**

- ❖ Modern office procedures, methods, and equipment.
- ❖ Principles and procedures of record keeping.
- ❖ English usage, spelling, vocabulary, grammar, proofreading, and punctuation.
- ❖ Principles and practices used in interacting with the public.
- ❖ Basic mathematical principles.
- ❖ Basic secretarial and administrative support techniques.
- ❖ Techniques for proper telephone etiquette.
- ❖ Numerical, alphabetical, and subject matter filing systems.
- ❖ Principles and practices of working safely.

**Skill to:**

- ❖ Operate modern office equipment.
- ❖ Type and enter data at a speed necessary for successful performance.

**Ability to:**

- ❖ Learn the operations, services, and activities of the office.
- ❖ Learn Federal, State, and local laws, policies, procedures, codes and regulations and apply appropriately.
- ❖ Respond tactfully and courteously with the public and co-workers in responding to requests, inquiries, and complaints.
- ❖ Meet bonding requirements.
- ❖ Prepare and maintain accurate and complete records.
- ❖ Understand and follow oral and written instructions.
- ❖ Collect, compile, and summarize information and data.
- ❖ Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.
- ❖ Communicate clearly and concisely, both orally and in writing.
- ❖ Develop an understanding of the organization and operation of the office and the County necessary to assume assigned duties.
- ❖ Work and remain calm under stressful situations.
- ❖ Perform basic mathematical computations accurately.
- ❖ Plan and organize work to meet schedules and deadlines.
- ❖ Determine and maintain confidentiality of sensitive information and data.
- ❖ Establish, maintain, and foster positive and harmonious working relationships with those contacted in course of work.

**Education/ Training/ Experience:**

## Assistant County Treasurer I

### Experience:

- One year related experience in an office environment.

### Education/Training:

- Equivalent to High School education with general office training.

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- Equivalent to High School education with general office training.

### License, Certificates, OR Registrations:

*Must be current or obtained within a specified time frame as defined upon employment.*

- Meet and maintain eligibility requirements for bonding.

### Working Conditions:

*Essential duties require the following:*

#### Working Environment:

- Minimal exposure to undesirable working conditions.

#### Physical Activities:

- Essential functions require maintaining physical condition necessary for moderate physical activity such as sitting, standing, walking, kneeling, crouching, stooping, squatting, twisting upper body, and lifting an average of 40 lbs.