

# Treasurer's Office – Deputy Treasurer

Job Open until filled

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Reports to: Finance Officer and Chief Deputy Treasurer Officers

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## **JOB SUMMARY:**

Courteously work directly with the public. Accurately calculate and collect property and mobile home taxes. Conscientiously prepare and execute vehicle title transfers and motor vehicle licensing.

## **ESSENTIAL FUNCTIONS:**

The Clerk's duties shall include, but not be limited to the following:

1. Calculate and collect property and mobile home taxes becoming familiar with land descriptions and transfers.
2. Transferring of vehicle titles and licensing as required by the Division of Motor Vehicles. Maintain and monitor State ITI printer used for issuing vehicle registration decals.
3. Accurately work with money transactions and daily balance accounting.
4. Correspond with various public and private individuals regarding pertinent office information.
5. General receptionist duties, i.e., answers/directs telephone calls, assists customers in need of property tax or vehicle license information. General file maintenance.
6. Will be trained to help in other areas of the Finance Office including the Auditor's office and the Register of Deeds office as needed.
7. Any other office duties as assigned by a Chief Deputy or the Finance Officer.

## **QUALIFICATIONS FOR APPOINTMENT:**

1. General knowledge of office practices and filing with emphasis on accuracy.
2. Experience in computers and other general office equipment.
3. Must be able to work effectively and courteously with the public and possess good telephone skills.

## **EDUCATION AND EXPERIENCE:**

Graduation from high school or GED equivalent. Two years experience in an office atmosphere preferred.