

UTAH COUNTY JOB DESCRIPTION

CLASS TITLE: ASSISTANT COUNTY TREASURER
CLASS CODE: 1145

FLSA STATUS: EXEMPT

EFFECTIVE DATE: 3/24/08 (Revised 4/14/98 version)
DEPARTMENT: TREASURER

JOB SUMMARY

Under the general supervision of the elected County Treasurer, oversees collection of County monies. Assists the County Treasurer in the disbursement of monies to proper taxing entities. Ensures proper handling of taxpayers' money.

CLASS CHARACTERISTICS

This is an assistant department head classification level.

ESSENTIAL FUNCTIONS

Assigns, monitors, and evaluates work of office staff.

Interviews, selects, supervises, and trains part-time help for the tax season.

Develops and maintains yearly schedule of office procedures; and makes decisions regarding office policy.

Prepares office payroll, schedules vacation and leave time for employees, and conducts employee performance evaluations.

Interviews employees and potential employees and makes employment status recommendations.

Distributes real and personal property tax (both current and delinquent), Greenbelt assessments, and motor vehicle registration fees.

Compiles collection reports, correction letter information, refund detail, warrant register, and withholding information for each area.

Balances collection reports with computer distribution reports for each area.

Interacts with other departments in balancing total monthly disbursement.

Works closely with County Treasurer to perform final distribution of all funds collected during previous year.

Compiles multiple reports and receipts to ensure correct amount is distributed to taxing entities.

Maintains and balances record of property tax collected above original assessment.

Refunds over collection of assessment; and withholds adjustments from taxing entities.

Compiles information and drafts text for yearly notification of several notices (May Tax Sale, Yearly Tax Notice, Delinquent Taxes, Tax Exempt Entities, Overpayment).

Maintains awareness of legislative updates, and makes necessary changes to notifications.

Interprets current tax laws and applies them to department function.

May attend regular commission meetings for decisions regarding tax issues and makes adjustments and refunds based on the decisions made.

Determines final disposition of each file or record according to retention schedule provided by State Archives.

Adjusts insufficient drafts on real property according to original payment.

Responsible to open and close office and verify security of alarm system each night.

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Manages, coordinates, and directs the activities of the Treasurer's office.

Provides notification to State Tax Commission of Delinquent Centrally Assessed Properties

Maintains, balances, and submits funds to State Unclaimed Property Division.

Provides notification to tax exempt entities of delinquent taxes.

Computes tax, penalty and interest (fees) amount for partial releases, accepts payment and applies adjustment to payment; records lien releases.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: various software applications including spread sheets, word processing, graphics programs, and databases; bookkeeping and accounting functions involving large sums of cash. **Skill in:** handling the concerns of irate taxpayers; working under pressure; monitoring the work of others; researching complex tax and refund issues; written and verbal communication. **Ability to:** maintain cooperative relationships with subordinate staff and other agency personnel; effectively organize work and assign tasks; perform the process for distributing funds in the County tax account; perform the process for collecting funds for the County funds account.

PHYSICAL DEMANDS

Typically sits at a desk or table; occasionally walks, stands, or stoops; occasionally lifts, carries, pushes, pulls, or otherwise moves objects weighing up to 40 pounds; uses tools or equipment requiring a high degree of dexterity; works for sustained periods of time maintaining concentrated attention to detail; long hours required during tax season and monthly/yearly distributions.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

WORKING CONDITIONS

Work is performed in an office, library, computer room, or other environmentally controlled room.

Work may expose employee to volatile situations with the public.

EDUCATION AND EXPERIENCE

Equivalent to a Bachelor's Degree in business management, accounting, finance or a closely related field; and four (4) years professional level accounting work experience including one (1) year in a supervisory role.

LICENSING AND CERTIFICATION (IF APPLICABLE)

Incumbent must be bondable.

This description lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.