

**POSITION DESCRIPTION
COUNTY OF PERRY, INDIANA**

POSITION: Second Deputy
DEPARTMENT: Treasurer
WORK SCHEDULE: 8:00 a.m. - 4:00 p.m., M-F
JOB CATEGORY: COMOT (Computer, Office Machine Operation, Technician)

DATE WRITTEN: February 1997

STATUS: Full-time

DATE REVISED: December 2008

FLSA STATUS: Non-exempt

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. Perry County provides reasonable accommodation to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless the accommodation would cause an undue hardship.

Incumbent serves as Second Deputy for the Perry County Treasurer's Office, responsible for collecting, recording, and processing taxes and related payments, tracking bankruptcy cases, and assisting the public.

DUTIES:

Receives, processes, and enters various payments in computer and/or ledgers, such as judgments, real estate, personal property, escrow and inheritance taxes, calculates interest as appropriate and provides receipts.

Prepares cashbook for daily transactions, balances cashbook with computer, and maintains records for balancing with the Auditor's Office. Prepares and makes bank deposits.

Processes and receipts inheritance tax payments, forwards receipts to Auditor, and prepares and mails copies to the State and to attorneys handling estates. Prepares quarterly inheritance tax reports, compiles and enters data in computer, and submits reports to the State as required.

Processes bankruptcy claims and monitors documentation of bankruptcy cases presented to the Treasurer's Office. Forwards bankruptcy claims to attorneys, flags new bankruptcy accounts in database, and/or deletes codes for discharged bankruptcies.

Maintains positive public relations for the Treasurer's Office and responds to taxpayer inquiries/complaints, providing assistance and/or explaining procedures, researching tax information/records, resolving discrepancies and providing follow-up as appropriate.

Answers telephone, determining nature of call, responding to inquiries, taking messages, and/or directing calls to appropriate individual or department. Communicates frequently with other County departments in verifying records.

Processes various permits/forms, including mobile home permits and tax clearance forms for businesses applying for liquor licenses.

Performs various clerical functions, such as filing/maintaining records, typing, and processing mail.

Generates computer lists and prints, sorts, and mails tax statements annually. Prepares and submits delinquent personal property bills for certification as judgments to County Clerk's Office.

Maintains innkeepers' tax records, balances surplus taxes collected, and prepares vouchers and related reports.

Periodically attends meetings/training as necessary.

Performs related duties as assigned.

I. JOB REQUIREMENTS AND DIFFICULTY OF WORK:

High school diploma or GED.

Knowledge of state laws pertaining to tax collections and policies, practices, and legal requirements of the Department, with ability to effectively respond to inquiries and apply appropriate procedures accordingly.

Working knowledge of standard bookkeeping and accounting practices and procedures, with ability to perform arithmetic operations, prepare detailed financial statements, and maintain complete and accurate financial records.

Working knowledge of standard office procedures and computer software used by the Department, with ability to apply such knowledge to a variety of interrelated processes, tasks and operations.

Knowledge of standard filing systems and ability to create and maintain Department files.

Working knowledge of standard English grammar, spelling and punctuation, and ability to prepare documents and detailed written reports as required.

Ability to properly operate standard office equipment, such as computer, typewriter, calculator, telephone, copier, fax machine, and postage meter.

Ability to effectively communicate orally and in writing with co-workers, other County departments, banks, attorneys, judges, and the public, including being sensitive to professional ethics, gender, cultural diversities and disabilities.

Ability to provide public access to or maintain confidentiality of department information and records according to state requirements.

Ability to comply with all employer and department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to competently serve the public with diplomacy and respect, including occasional encounters with irate/difficult persons.

Ability to understand, memorize, retain, and follow oral and written instructions.

Ability to compile, analyze, and evaluate data, make determinations, and present findings in oral or written form.

Ability to work alone with minimum supervision and with others in a team environment, often amidst frequent distractions and interruptions, and under pressure from formal schedules, deadlines, and high volume operations.

Ability to read/interpret legal descriptions, property records, plats, and maps.

Ability to occasionally work extended hours, evenings or weekends and occasionally travel out of town for meetings/training, sometimes overnight.

Possession of a valid Indiana driver's license and demonstrated safe driving record.

II. RESPONSIBILITY:

Incumbent performs duties according to a formal schedule with priorities primarily determined by supervisor and seasonal deadlines. Assignments are guided by definite objectives using a variety of methods or procedures, with incumbent referring to supervisor for unusual matters, such as policy interpretations. Decisions are always determined by specific instructions or existing, well established policies and procedures. Errors in work are primarily detected or prevented through standard bookkeeping checks and legally defined procedures. Undetected errors could result in loss of time to correct error, work delays in other departments, or loss of money to other agencies or the public.

III. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with co-workers, other County departments, banks, attorneys, judges, and the public for purposes of providing information, rendering service, and resolving discrepancies.

Incumbent reports directly to Treasurer.

IV. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs duties in a standard office environment, involving sitting/walking at will, sitting for long periods, lifting/carrying objects weighing less than 25 pounds, pushing/pulling objects, bending, reaching, crouching/kneeling, keyboarding, close vision, speaking clearly, hearing sounds/communication, and handling/grasping objects. Incumbent maintains frequent contact with the public and may be exposed to irate/difficult persons. Incumbent occasionally works extended hours, evenings and/or weekends and occasionally travels out of town for meetings/training, sometimes overnight.

APPLICANT/EMPLOYEE ACKNOWLEDGMENT

The job description for the position of Second Deputy for the Treasurer's Office 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 or Type Name