

Deputy County Treasurer



Position Description

Status

Irregular Part-Time, Nonexempt

Compensation

B21

Bargaining Unit

Non-bargaining

Summary

Collects money for delinquent property taxes, provides information regarding tax matters to the public, maps legal descriptions and certifies deeds for recording, conducts tax searches, issues dog licenses, and performs a variety of other activities related to maintaining tax records.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Collects money for delinquent property taxes, Cheshire Township summer taxes, and Principal Residence Denial taxes. Receipts and posts amounts to appropriate accounts.
2. Maps legal descriptions and certifies deeds for recording.
3. Issues dog licenses; collects, receipts, and posts licensing fees.
4. Provides information by telephone and in person to taxpayers, banks, real estate personnel, title companies, attorneys and other interested parties concerning the tax status of county property.
5. Explains and clarifies the tax collection process. Disseminates information concerning taxes due. Conducts tax abstracts for interested parties.
6. Reviews tax records to ensure that all necessary tax information has been accurately documented.
7. Performs a variety of other accounting and support functions

Reports to

Deputy County Treasurer-Supervisor

Supervises

None

Position Category

Specialist

Competencies

Competencies are listed below. Detailed descriptions of these competency levels is available in the Performance Expectations and Development Guide (pages 32-42) available on the internet. [Click here.](#)

Reference the Core Competency Expectation Level stated on page one of this job description. Variances from the Performance Expectations and Development Guide are listed below.

- Customer Focus
- Teamwork
- Employee Engagement
- Process Focus
- Financial Resources
- Goal/Results Oriented
- Communication
- Leadership & Influence
- Decision Making & Judgement
- Analysis & Problem Solving

Supervisory Responsibility

This position does not have direct supervisory responsibilities.

Work Environment

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers and filing cabinets.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to express oneself and exchange information both verbally and in writing. The employee is frequently required to move about the office environment; operate a computer and other office machinery; and move or transport files or other items to meetings and other office spaces. This is largely a sedentary role; however, some filing is required. The ability to open filing cabinets and bend or stand on a stool as necessary is required.

Travel

Travel is required to access County buildings and employees.

Required Education and Experience

1. High school diploma or equivalent (G.E.D.) and up to one year of specialized or technical training beyond high school with coursework in accounting.
2. One (1) year of experience in a capacity related to account processing activities including working with computerized accounting systems and spreadsheets.

Preferred Education and Experience

1. Some experience working with tax records.

Other Duties

Ability to competently perform all the essential duties of the position, with or without reasonable accommodation, demonstrated commitment to effective customer service delivery, and the ability to work productively as a member of a team or work group are basic requirements of all positions at Allegan County.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Signature

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____