

Department: Treasurer's Office

Job Title: Deputy Treasurer

Supervisor: County Treasurer

FLSA Status: Non-Exempt. Part-Time with Benefits

JOB SUMMARY:

Work hours are 8:30 a.m. - 1:00 p.m. Monday through Friday. Reasonable accommodations may be considered. Salary is \$18.00-\$20.00 per hour DOE. Part-Time (averaging 20-25 hours per week). Will be required to work full-time during designated periods within the office. This position is under the direction of the Cassia County Treasurer, to assist with various functions. Primary duties will include general administrative and complex clerical duties related to the Treasurer as well as Tax Collector and other duties assigned by the Treasurer.

EDUCATION AND EXPERIENCE

1. High School Diploma or equivalent.
2. Minimum of two years book keeping experience or equivalent.
3. Candidates must be legally employable by a United States business.

KNOWLEDGE, SKILLS AND ABILITIES

1. Proficient in the use of standard office equipment, computers, and Microsoft Office products.
2. Proficient in creating and maintaining spreadsheets.
3. Proficient in clerical duties, bookkeeping, organization, and cashier skills.
4. Ability to understand the principles and procedure of bookkeeping and record-keeping.
5. Accuracy in accounting and maintaining accounts with minimal errors and resolving timely.
6. Perform with a high degree of thoroughness, accuracy and attention to detail with minimal errors.
7. Ability to analyze, understand, and interpret reports, correspondence, and procedure manuals.
8. Ability to work independently, prioritize, organize, and meet deadlines with little supervision.
9. Ability of adaptability, and willingness to follow written and verbal directions from coworkers and supervisors.
10. Ability to communicate complex data in a respective manor with clarity.
11. Ability to communicate and work effectively, verbally and in writing, while being congenial with the public and coworkers.
12. Capable of creating, using, and maintaining a wide variety of records within the department.
13. Language, mathematical, judgment/reasoning, and oral and written communication skills.
14. Capable of maintaining a positive attitude and image of self and office environment.
15. Perform all work duties and activities in accordance with Cassia County policies, procedures and safety practices.

ESSENTIAL FUNCTIONS:

1. Maintain accurate financial records and data entry.
2. Prepare tax bills including updating information.
3. Receipt tax payments accurately including computing penalty and interest with attention to specific payors, parcels, and situations.
4. Balance individual Tax Collector daily transactions and money collected.
5. Respond to customers and outside vendors by email or phone in a timely manner.
6. Evaluate and apply special assessments to Tax Bills.
7. Cross trains in other areas to perform the work of other employees.
8. Other duties as assigned.

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

1. Sufficient clarity of speech and hearing or other communication capabilities which permits the employee to discern verbal instructions and communicate effectively with others.
2. Sufficient vision or other powers of observation which permits the employee to comprehend written work instructions, technical documents, and review maps, diagrams and other documents.
3. Sufficient manual dexterity which permits the employee to operate standard office equipment.
4. Sufficient body mobility, flexibility, and balance to work in an office environment which requires sitting and/or standing for long periods of time.
5. Manage interactions with individuals in a variety of settings, including difficult and adversarial circumstances with composure, professionalism, and maturity.
6. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

The above is intended to describe the general content of and requirements for the performance of the position. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements for the position.

Submit Resume and Cassia County Job Application to:

Treasurer@Cassia.gov

Cassia County Courthouse

1459 Overland Ave. Room #102

Burley ID 83318

Applications will be accepted until the position is filled.