

TREASURER'S OFFICE
DAY COUNTY, SOUTH DAKOTA

Position Description
Deputy Treasurer

OVERALL FUNCTIONS

Performs a variety of routine and complex clerical and secretarial work in collecting revenue and issuing license plates.

NATURE AND SCOPE OF JOB

Work under the general supervision of the Treasurer.

SPECIFIC RESPONSIBILITIES AND DUTIES

1. COLLECTION OF REVENUE/TAXES

- a. Mails out tax notices. Includes separating postcard notices by taxpayer, filing file copies, and making address changes
- b. Collects taxes-posts into computer and accepts payments for real estate, mobile homes, mobile homes on real estate and special assessments.
- c. Be aware of back taxes, helps with sending out notices and publishing delinquent notices
- d. Issue Distress Warrants to Sheriff for collection of Unpaid Mobile Homes
- e. Tax sale certificates-printing, recording and canceling when needed
- f. Keeps track of Advance tax payments and Partial Payments
- g. Knowledge of Several SD Codified Laws concerning tax payments

2. AUTOMOBILE AND BOAT DUTIES

- a. Be familiar with SDCars.org internet site for licensing information
- b. Check in license plates upon delivery and reorder when necessary, stack in numerical order-automobiles, trailers, trailer ids, motorcycle, organizational, commercial
- c. Transfer titles on motor vehicles and boats-knowledge of information needed, ex. Bill of sales, damage disclosures, odometer readings, heavy weight user, etc
- d. Issues registrations and plates for the various vehicle types and boats
- e. Note & Release liens on vehicles and boats
- f. Issue Handicap parking permits
- g. Knowledge of license plates that can be transferred from one to the other or to a family member
- h. Mails out plates and registrations upon request
- i. Maintain knowledge of forms necessary to obtain special types of plates
- j. Issues temporary permits for unlicensed vehicles and temporary commercial

- k. Collects appropriate fees for registrations, excise taxes, wheel tax and inputs into computer to appropriate funds
 - l. Maintain awareness of the state statutes on motor vehicles-forever changing
 - m. Works with State Department of Revenue and Department of Transportation regarding additional information on vehicle transferring or licensing
 - n. Process refunds as requested from the State of South Dakota
3. PUBLIC RELATIONS
- a. Receives incoming calls in a friendly, helpful manner
 - b. Assists public by providing information and answering questions
4. MISCELLANEOUS CLERICAL DUTIES
- a. Performs minor maintenance on office equipment as needed—loading registration decals, ink cartridges, toners, etc
 - b. Types correspondence to customers as needed
 - c. Files correspondence and refund information
 - d. Reorders supplies as needed
 - e. Elderly tax freeze and sales tax refund form—help customers complete these and make copies as needed
5. BOOKKEEPING DUTIES
- a. Receives checks from State, County offices, Clerk of Courts, etc. and process to correct accounts.
 - b. Enters tax receipts into computer
 - c. Codes revenues for posting to the computer
 - d. Generates all reports necessary for daily, monthly and yearend
 - e. Balance cash drawers-count money and add checks

DESIRED MINIMUM QUALIFICATIONS

- 1. Education and Experience
 - a. Graduation from high school or GED equivalent with specialized course work in general office practices such as typing, filing, accounting and bookkeeping
 - b. Two years of increasingly responsible related experience or any equivalent combination of related education and experience
 - c. Attends schooling across State for legislature changes
- 2. Necessary Knowledge, Skills and Abilities:
 - a. Working knowledge of computers and electronic data processing, and modern office practices and procedures.
 - b. Some knowledge of accounting principles and practices
 - c. Skill in operation of equipment
 - d. Ability to perform cashier duties accurately
 - e. Ability to effectively meet and deal with the public
 - f. Ability to communicate effectively verbally and in writing
 - g. Ability to handle stressful situations

- h. Ability to proof documents prior to issue

TOOLS AND EQUIPMENT USED

- a. Mainframe Computer
- b. Calculator
- c. Typewriter
- d. Copy Machine
- e. Cash Register
- f. Validator

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

- a. While performing the duties of this job the employee is frequently required to stand, walk, talk, hear, use hands to finger, handle, or feel items, write and read and keyboard. Occasionally the employee must sit, and reach with hands and arms. The employee may infrequently be required to climb or balance, stoop, kneel, crouch or crawl, climb up and/or down stairs
- b. The employee is occasionally required to lift and/or move up to 10 pounds. The employee is infrequently required to lift and/or move up to 25 pounds.
- c. Specific vision abilities required by this job include close vision, distance vision, and peripheral vision

WORK ENVIRONMENT (The work environment characteristics described here are representative of those an employee will encounter while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

- a. While performing the duties of this job the employee constantly works indoors, works with others, and works around others
- b. The noise level in the work environment is usually moderate.

MENTAL/MOTOR DEMANDS (The mental/motor demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions)

- a. While performing the duties of this job, the employee frequently works with time constraints, exercises flexibility, has routine workflow and maintains attentiveness in duration and intensity. Guidance, reinforcement and co-worker support are available frequently. The employee is frequently involved in social interactions which frequently require oral and written communications.

- b. Memory, mathematics, reasoning, estimation, problem solving, and excising judgment are frequently used and required on the job.