

Beaverhead County

Position: Treasurer Clerk

Hours: 8-5 Monday-Friday

Pay: \$24.73 plus Benefits

Closing date: July 26, 2024

Department: Beaverhead County Treasurer Office

Summary Of Work: This position performs clerical duties by tracking office receipts and disbursements including taxes, motor vehicle registrations, warrants and miscellaneous receipts. Requires attention to detail and accuracy. Requires strict confidentiality and the ability to adhere to sensitive information. Cash handling is a must. Must follow rules and regulations set by Montana Code Annotated and adhere to County policy and procedures.

Job Characteristics:

Nature of Work: This position performs clerical duties by tracking office receipts and disbursements including taxes, motor vehicle registrations, warrants and miscellaneous receipts. Requires attention to detail and accuracy. Requires strict confidentiality and the ability to adhere to sensitive information.

Supervision: Supervision from the Treasurer

Essential Functions: Position requires ability to understand and explain complex laws and regulations, communicates verbally and in writing, reviews written material, verifies forms for accuracy, calculates, balances receipts, and prepares correspondence.

Job Accountability And Performance:

Assists customers, receives all incoming county money for individual entities. responsible for maintaining cash drawer, balances daily cash receipts, processing titling and licensing for motor vehicles; balances state systems motor vehicle transactions daily, creates and enters entries for county system monthly.

Receives payments for all Real Estate, Mobile Home, Net Proceeds, Utility and Personal Property taxes, calculates penalty and interest, generates computer tax receipts and balances total, generates mobile home movement declarations and related forms.

Answers telephone, handles miscellaneous receipts, and balances computer total to manual total.

Processes A101 receipts, processes mail, sends late tax notices and performs other related duties as required.

Job Requirements:

Knowledge: This position requires knowledge of bookkeeping, computers, and state rules and regulations regarding motor vehicles and taxes.

Skills: This position requires skills in typing, calculating, and analyzing documents.

Abilities: This position requires attention to detail, accuracy of documents, working well with the public in stressful situations, phone etiquette, completing paperwork in a timely manner, adheres to standards of confidentiality, communicating effectively verbally and in writing, following verbal and written instructions and establishing effective working relationships with coworkers, supervisors, and the public.

Customer Service: Must be able to effectively communicate information to customers with a positive attitude. Requires conflict resolution skills, listening and communication skills, problem solving and the ability to de-escalate conflict. Also requires explaining complex processes, multi-tasking, thorough and accurate reporting and knowledge of local, state and federal laws.

Teamwork: The ability to work collaboratively with a group of people in order to achieve departmental goals. Teamwork is a crucial part of the Treasurers' Office. Requires colleagues to work well together in various situations. Must be willing to cooperate and resolve conflicts using individual skills and constructive feedback despite any personal conflict between individuals.

The final candidate will be required to successfully pass a criminal history check and background investigation which includes fingerprinting.

Education And Experience:

The knowledge, skills, and abilities required for the position are acquired through a combination of education and experience equivalent to a high school diploma or GED. Knowledge in computers, bookkeeping, and general office practices are needed. Must be bondable.

Job Performance Standards:

Evaluation of this position will be based primarily on performance of the preceding requirements and duties. Examples of job performance criteria include, but are not limited to, the above job description.

- Must be able to perform assigned duties.
- Accurately process daily receipts with cash, credit cards or checks.
- Demonstrate knowledge of local, state, federal laws and procedures.
- Must check documents such as titling, registrations and taxes for completeness and accuracy.
- Adhere to standards of confidentiality.
- Maintain accurate and timely records with ledgers and spreadsheets.
- Prepare and submit accurate and timely reports.
- Handle correspondence in timely manner.
- Be punctual and adhere to assigned work hours.
- Must establish and maintain effective working relationships with coworkers, supervisors and the public.
- Excellent communication abilities, including speaking, writing and active listening.
- Effective organization and time management skills, like prioritization, multitasking and planning.
- Great customer service skills, including a personable and positive attitude.
- Good computer skills, including basic troubleshooting and using word processing, spreadsheet, presentation and email software applications.
- Problem-solving, critical thinking and decision-making abilities.
- Ability to work independently with little-to-no supervision or in a group.
- Keen attention to detail.
- File numerically and alphabetically.
- Able to lift 50 plus pounds.

The job description is only a summary of the typical functions of the job, not an exhaustive or comprehensive list of all possible job responsibilities. Tasks and duties of the employee may differ from those outlined above.

Signed: _____ Date: _____

By signing here, you have indicated that you have read and understand the requirements as outlined in the Job description and duties.