

# Administrative Assistant II - Treasurer

Page 1 of 2

Department: Treasurer
Supervisor: County Treasurer
FLSA Status: Non-Exempt
Control Grade: 4 (re-scored 5/2020 changed from 3 to 4)
Revision Date: February, 2020
Prepared by: Char Rasnick

## **Job Summary:**

Duties include performing routine clerical support procedures in support of an assigned department or function. Duties may include combinations of counter work, filing, checking, redirecting, or maintaining schedules for department staff. Typically handles ordering of supplies, basic record keeping, some accounting responsibilities, such as basic accounts payable and receivable, composing routine correspondence, maintaining databases and creating reports. Employee typically uses computer applications for word processing, spreadsheets, databases, graphics, web page content preparation or scheduling. Other skills typically include use of a programmable telephone system, audiovisual equipment or the internet.

## **Scope of Responsibility**

Employee follows prescribed procedures in handling, classifying, filing or indexing data. Working with readily available supervision, employee makes routine choices within established procedures, where the impact of work is readily managed. Performs simple troubleshooting and selects solutions from among proven alternatives. Failures and successes are readily isolated to immediate work areas and have limited financial impact. Requires regular interaction to provide basic information, where relationships involve cooperation within the overall organization and/or directly interface with individual customers or vendors.

## **Essential Duties and Responsibilities:**

1. Provides assistance to walk-in and telephone customers on motor vehicle, driver licensing and tax billing issues.
  - 1.1 Provides assistance to treasurer and deputy treasurer as needed.
  - 1.2 Requires daily interaction with customers.
  - 1.3 Frequently involving cash transactions which require daily balancing.
2. Motor vehicle and driver licensing transactions
  - 2.1 Assists telephone and walk-in customers and performs clerical tasks related to processing of vehicle registrations and titles and issuing driver licensing receipts.
  - 2.2 Checks in paperwork from dealers and examines for accuracy.
  - 2.3 Corrects title rejections received from Vehicle Services Bureau.
  - 2.4 Balances receipts to cash daily.

# Administrative Assistant II - Treasurer

Page 2 of 2

- 2.5 Needs to be proficient in the use of computers, typewriter, ten-key calculator, copier, scanner, fax machine and postage machine.
  - 2.6 High attention to accuracy is needed as well as meeting deadlines.
1. Tax Billing and Cash Receipting.
    - 1.1 Assists in mailing of tax bills.
    - 1.2 Processes tax payments and answers customer questions.
    - 1.3 Processes cash deposits from county departments and entities.
    - 1.4 Prepares bank deposit.
    - 1.5 Balances cash to receipts daily.
    - 1.6 High attention to accuracy and deadlines.
  2. School Accounting.
    - 2.1 Clears warrants written for county payroll, county claims, county schools, and district court trust fund.
    - 2.2 Helps compile warrants by entity to prepare for month-end balancing and reports to Treasurer.
    - 2.3 High attention to accuracy and deadlines is needed.
    - 2.4 Helps run and distribute reports monthly to the appropriate entities that need them.
  3. Performs other duties as assigned.

## **Minimum Qualifications:**

Position requires reading, communication, math, and problem-solving skills equivalent to that of one holding a high school diploma or GED, and less than one year of related work experience in office, clerical or administrative functions. Experience with government and knowledge of department and functional operations is preferred. The job requires strong interpersonal skill. Must possess, or obtain within 60 days from start of employment, a valid Montana driver's license.

## **Physical Demands & Working Conditions:**

Work is primarily in an office environment. Requires moderate physical effort, moving between 5 and 25 pounds on an intermittent basis (less than 15% of the time). Employee must sit, walk, stand, use hands and arms, and speak on a frequent basis; and bend and kneel on an occasional basis. Requires high attention to detail and deadlines on a frequent basis (over 70% of the time). Work requires exposure to multiple disagreeable elements such as angry public, and inability to leave work station or control the pace of work, none of which are of greater than moderate intensity, on an intermittent basis (between 15% and 45% of the time). Drives to Post Office and banks on an intermittent basis.