

County of Fulton

Job Title: Part Time Office Deputy II

Department: Treasurer

Reports To: Treasurer

Salary Level: A1

Hours Per Week: 19

Prepared Date: 5/14/24

Summary Receives payment from customers for sale of licenses and receipts taxes. Acts as a backup to the Treasurer.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

Sells the following licenses; dog, fish, hunting, boat, bingo, and small games of chance.

Reconcile bank statements related to Treasurer's Office.

Enters Tax Collectors monthly reports.

Receipts delinquent taxes.

Distributes monthly funds from Commonwealth income.

Prepares and handles all mailers and forms for tax claim.

Assists Treasurer in preparing for tax sales.

Distributes monthly delinquent taxes to townships and school districts.

Reviews proper storage of files as required by the State Historical and Archives Commission.

Prepares annual escheat report.

Other duties as assigned.

Supervisory Responsibilities

This job has no supervisory responsibilities.

Competencies

To perform the job successfully, an individual should demonstrate the following competencies:

Design – Demonstrates attention to detail.

Problem Solving – Identifies and resolves problems in a timely manner; Uses reason even when dealing with emotional topics.

Customer Service – Manages difficult or emotional customer situations; Responds promptly to customer needs; Responds to requests for service and assistance.

Oral Communication – Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions.

Written Communication – Presents numerical data effectively; Able to read and interpret written information.

Ethics – Treats people with respect; Keeps commitments; Works with integrity and ethically; Upholds organizational values.

Organizational Support – Follows policies and procedures; Completes administrative tasks correctly and on time; Supports organization's goals and values.

Professionalism – Approaches others in a tactful manner; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions.

Attendance/Punctuality – Is consistently at work and on time.

Dependability – Follows instructions, responds to management direction; Takes responsibility for own actions.

Qualifications To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

High school diploma or general education degree (GED); At least one year of experience in customer service, handling customer payments and issuing receipts, and daily balancing of a cash drawer preferred but not required.

Language Skills

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

Mathematical Skills

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Ability

Ability to apply common sense understanding to carry out detailed written or oral instructions.

Computer Skills

To perform this job successfully, an individual should have knowledge of RBA Professional Data Systems software; Cash receipting module of Sage MIP software; Excel Spreadsheet software and Microsoft Word Processing software.

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.

While performing the duties of this Job, the employee is regularly required to sit; use hands and fingers, talk and hear. The employee is frequently required to reach with hands and arms. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and ability to adjust focus.

Work Environment The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.