



## COUNTY OF NYE

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### CLASS TITLE: DEPUTY TREASURER II

#### BASIC FUNCTION:

Under the direction of the Nye County Treasurer, responsible for receipting, posting, and depositing County taxes and other income collections; keeping all records and files up-to-date; assisting with check printing and distribution; processing reports and wire or ACH payments to outside entities.

This is the journey level in the class series, fully competent to perform a variety of responsible receipting, reconciliation, and reporting to other agencies, including all of the duties of the Deputy Treasurer I. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

**REPRESENTATIVE DUTIES:** (Performance of these functions is the reason the job exists. Assigned job tasks/duties are not limited to the representative duties).

1. Perform all of the functions of the Deputy Treasurer I
2. Process payroll ACH payments
3. Clear checks and wires and reconcile deposits with bank statements; distribute daily deposit information to the correct departments
4. Process and monitor stop payments of checks
5. Prepare and approve outgoing wire and ACH payments
6. Verify and print Tax Receiver refund checks
7. All aspects of preparing and sending monthly and quarterly reports and payments to the State and School District
8. All aspects of room tax collections and reporting
9. Track and report unclaimed property to the State
10. May conduct public meetings in conjunction with trust property auctions

#### KNOWLEDGE AND SKILLS:

Business arithmetic; correct business English, including spelling, grammar and punctuation; techniques for dealing with the public, in person and over the telephone; departmental and County policies and ordinances; basic office practices and procedures. Skill and proficiency in all Microsoft applications.

**ABILITY TO:**

Review documents and reports for completeness and accuracy; understand and follow oral and written direction; establish and maintain effective working relationships with those contacted in the course of the work; communicate clearly verbally or in written form.

**EDUCATION AND EXPERIENCE:**

Any combination of training, education, and experience that would provide the required knowledge and abilities. A typical way to gain the required knowledge and ability is: graduation from high school or G.E.D. equivalency and/or work experience closely related to the duties and responsibilities of the class.

**LICENSES:**

Not required

**WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:**

May provide work direction and exercise technical and functional supervision over lower level staff.

**CONTACTS:**

Co-workers, other department personnel, taxpayers, vendors.

**PHYSICAL EFFORT:**

The physical and mental requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

Normal office environment.

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and individuals who have been offered employment are encouraged to discuss potential accommodations with the employer.

**WORKING CONDITIONS:**

Work is performed under the following conditions: Normal office environment. Occasional travel may be required while maintaining a valid Nevada driver's license. Overtime may be required on an occasional basis.