



# COUNTY OF NYE

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## CLASS TITLE: DEPUTY TREASURER I

### **BASIC FUNCTION:**

Under the direction of the Nye County Treasurer, responsible for receiving, posting, and depositing County taxes and other income; keeping all records and files up-to-date; assisting with check printing and distribution. This is the entry-level class of the Treasurer's office support series. Initially under close supervision, incumbents learn Treasurer office and County procedures. As experience is gained, there is greater independence of action within established guidelines.

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

1. Assist customers at the counter, over the phone, and via email. Prepare and send letters regarding account status and other Treasurer-related questions
2. Process Treasurer's office invoices and travel claims
3. All aspects of receiving and posting taxes and other income deposits
4. Research new addresses for returned tax bills and delinquency letters
5. All aspects of printing and distributing payroll, vendor, and tax receiver checks
6. Monitor and send correspondence in response to requests of delinquent status notifications
7. Monitor parcels in bankruptcy and provide proof of claim as required
8. Process returned checks, and collect fees from issuer
9. Research and correct accounts and postings as required, including assessed value changes received from the Assessor
10. Query Recorder website for new recorded deeds and mails tax bills to new owners
11. Knowledge of NRS and ordinances pertaining property tax collection, delinquency procedures, and Treasurer Trust properties and auctions. May help with trust property auction duties as needed.

### **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 Microsoft Excel, Word and PowerPoint.

**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:**

Not applicable

**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.