



## COUNTY OF NYE

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### CLASS TITLE: DEPUTY TREASURER – TRUST PROPERTY

#### BASIC FUNCTION:

Under the direction of the Nye County Treasurer, responsible for all aspects of the Nye County Treasurer Trust Property procedures. Knowledge and understanding of NRS 361.585 and NRS 361.595 required to carry out the requirements of the Trust Property Auctions.

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 Treasurer's office and the trust property position.

#### REPRESENTATIVE DUTIES: (Performance of these functions is the reason the job exists.

Assigned job tasks/duties are not limited to the representative duties).

1. Maintain notes in the property tax system pertaining to Trust Property status, i.e., additional fees owed, payments made, and signatures received. Maintain files for Treasurer trust properties being prepared for auction, including signatures received from certified letters
2. Prepare and maintain the list of properties for the Treasurer Trust property auction; correspond with the title company regarding title searches required for the properties on the auction list
3. Review title searches and prepare and maintain the list of addresses for the 90-day redemption letters;
4. Prepare, print, and mail certified 90-day redemption letters, annual delinquent letters and 3-year certified delinquent letters; Research new addresses as needed for returned letters; Maintain updates of certified mailing software
5. Prepare reconveyance deeds and quit claim deeds to be recorded for Treasurer Trust properties redeemed or sold at auction
6. Prepare and submit advertisements to the newspapers for the Trust Property auctions and the annual delinquent property tax list
7. Review and recommend payment, and invoice claims for Excess Proceeds;
8. Processes all trust property related purchases, invoices, and travel claims
9. As assigned or needed may perform duties of Deputy Treasurer II.
10. Assist with organization of Trust Property Auction(s)

**KNOWLEDGE AND SKILLS:**

Ability to understand and interpret Nevada Revised Statutes specific to trust parcels; Strong communication skills in person, over the phone and via email; Project management; Real Estate law and title; Basic understanding of deeds. Business arithmetic; correct business English, including spelling, grammar and punctuation; 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:**

One (1) year of training, education and experience that would provide the required knowledge and abilities. Possess or obtain Nevada notary. Prior experience in government office tax collections and Nevada revised Statutes preferred.

**LICENSES:**

Valid Nevada Driver's License; Nevada Notary

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

May provide procedural work direction and training to 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.

<b>2</b> NCEA Grade 12 FLSA Status – Non-Exempt	12/31/2018 03/10/2022 Revised 11/2023
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**THIS JOB SPECIFICATION SHOULD NOT BE CONSTRUED TO IMPLY THAT THESE REQUIREMENTS ARE THE EXCLUSIVE STANDARDS OF THE POSITION. INCUMBENTS MAY BE REQUIRED TO FOLLOW ANY OTHER INSTRUCTIONS, AND TO PERFORM ANY OTHER RELATED DUTIES AS MAY BE REQUIRED BY THEIR SUPERVISOR.**

**CONDITIONS OF EMPLOYMENT:**

Nye County participates in E-Verify and will provide the Social Security Administration (SSA\_ and, if necessary, the Department of Homeland Security (DHS), with information from each applicant's Form I-9 to confirm work authorization. All candidates who are offered employment must complete Section 1 of the Form I-9 along with required proof of their right to work in the United States and proof of their identity prior to starting employment. Please be prepared to provide required documentation as soon as possible after the job offer is made.

This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.

3	NCEA Grade 12 FLSA Status – Non-Exempt	12/31/2018 03/10/2022 Revised 11/2023
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