

Douglas County Deputy Treasurer Job Description

Reports to County Treasurer

Introductory period: 6 months

General Statement of Duties:

Performs duties as assigned by the Treasurer

Meet and assist the public with any information that is requested in a friendly, helpful manner

Answers the telephone, takes messages and answers inquires.

Assumes the responsibility for the operation of the office in the Treasurer's absence.

Property taxes:

Files new transfers and prepare folders for new real estate owners. Prepare and mail tax statements to all property owners. Add first and second half of property taxes due.

Process all Property Taxes and special assessments for the County, Cities, School Districts in office and by mail. Issue letters or phone calls for interest if payment is delinquent postmark. Send out delinquent letters to property owners who have not paid.

Motor Vehicle:

Processing motor vehicle titles, license plates, recording liens. Various duties and research that comes with processing motor vehicles inquiries. Balancing motor vehicles funds with the Department of Motor Vehicles at the close of day. Submitting a report to Department of Motor Vehicles with all titles and paperwork to be mailed to Pierre to DMV daily.

Process all monies taken in by all county offices.

Daily reports & monthly balancing reports of all monies taken and processed in the Auditor's office.

Any other jobs assigned by the Treasurer.

Minimum Qualifications

High School Diploma or GED

Must have good computer skills

Knowledge of general accounting principles, strong affinity for figures and ability to perform mathematical calculation in a prompt and efficient manner

Knowledge of general office methods and procedures

Ability to tactfully communicate with others, either orally or in writing

Knowledge and ability to operate required office equipment

Must be bondable