

**PREBLE COUNTY
TREASURER**

An Equal Opportunity Employer

Page 1 of 3

POSITION DESCRIPTION

Employee Name:		Position Title:	Deputy Clerk
Dept./Div.:	County Treasurer	Employment Status:	Full-time
Reports to:	Treasurer	FLSA Status:	Nonexempt
Normal Hours:	M-F, 8:00 a.m. – 4:00 p.m.	Civil Service Status:	Unclassified

JOB RESPONSIBILITIES:

Under direction of the Treasurer, the Deputy Clerk is responsible for administrative and clerical work for the Treasurer's office.

QUALIFICATIONS: An example of acceptable qualifications:

Completion of secondary education (high school diploma or GED); at least three months experience in an office, clerical, or bookkeeping position; or any equivalent combination of education, experience, and training which provides the required knowledge, skills, and abilities.

LICENSURE OR CERTIFICATION REQUIREMENTS:

None

EQUIPMENT OPERATED: The following are examples only and are not intended to be all inclusive:

Personal computer, computer software (e.g., Microsoft Office, Outlook, ARC and BSA applications, and other applicable computer software), printer, copy machine, fax machine, label maker, postage machine, and other standard business office equipment.

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:

The employee has exposure to chemical compounds found in an office environment (e.g., toner, correction fluid, etc.); works in or around crowds; ascends and/or descends ladders or stairs; works in the same building as firearms; has contact with potentially violent or emotionally distraught persons; occasionally lifts objects 25 lbs or less; occasionally carries objects 25 lbs or less; occasionally pushes objects 25 lbs or less; occasionally pulls objects 25 lbs or less.

Note: In accordance with the U.S. Department of Labor physical demands strength ratings, this is considered sedentary work.

JOB DESCRIPTION AND WORKER CHARACTERISTICS:

JOB DUTIES in order of importance

ESSENTIAL FUNCTIONS OF THE POSITION: For purposes of 42 USC 12101:

- (1) Serves as the primary contact for taxpayer payments and issues (e.g. answers phone calls; assists customers; receives and processes property tax payments; write receipts for pay-ins; balances cash drawer; ensures proper and timely disposal of records; etc.)
- (2) Balances county budgetary accounts
- (3) Update taxpayer information; Update escrow lenders

Developed by:

Date Adopted:

Clemans, Nelson & Associates, Inc.

Date Revised:

Columbus, OH 43219

4895-6463-4072 v. 1

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- (4) Handles inquiries from attorneys, escrow specialists, mortgage companies and title agencies.
- (5) Monitor delinquent accounts, setting up prepayment and delinquent contracts; preparing letters for delinquent taxpayers.
- (6) Assists preparation of various tax bills for distribution
- (7) Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.
- (8) Demonstrates regular and predictable attendance.

OTHER DUTIES AND RESPONSIBILITIES:

- (9) Assists other employees in filing and copying documentation.
- (10) Performs other related duties as assigned.

MINIMUM ACCEPTABLE CHARACTERISTICS: (*Indicates developed after employment)

Knowledge of: bookkeeping; office goals and objectives*; office policies and procedures*; government structure and process*; applicable laws and court rules; public relations; office practices and procedures; records management; legal terminology; generally accepted accounting principles.

Skill in: computer operation; typing; telephone; calculator; use of modern office equipment; customer service; multi-tasking.

Ability to: interpret a variety of instructions in written, oral, picture, or schedule form; deal with problems involving several variables within familiar context; apply management principles to solve agency problems; understand, interpret, and apply laws, rules, or regulations to specific situations; add, subtract, multiply, and divide whole numbers; complete routine forms; prepare routine correspondence; compile and prepare reports; use proper research methods to gather data; respond to routine inquiries from public and/or officials; communicate effectively; train or instruct others; understand a variety of written and/or verbal communications; maintain records according to established procedures; answer routine telephone inquiries; develop and maintain effective working relationships; travel to and gain access to work site; operate office equipment; learn new programs.

POSITIONS DIRECTLY SUPERVISED:

None

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