**JOB DESCRIPTION**

**DEPUTY TREASURER**

**WALWORTH COUNTY, SOUTH DAKOTA**

**DEFINITION OF POSITION** – The Deputy Treasurer will be positioned under the direct supervision of the County Treasurer. The Deputy Treasurer will assist & have authority to collect tax monies, mail the tax notices to property owners with the assessed value & tax dollars due and sell license plates. In the absence of the County Treasurer, the Deputy Treasurer will assume the responsibilities of the Treasurer as directed by SDCL.

In performing the tasks & representing the office, the Deputy Treasurer will follow guidelines as spelled out in the current Walworth County Employee Personnel Policy manual. Any benefits, vacations, sick leave & holidays will be in accordance with said policy. The work hours per week are 40 hours, covered by Fair Labor Standards Act Regulations.

**SUPERVISION RECEIVED** – Works under the direction of the County Treasurer

**EXAMPLE OF DUTIES** – The Deputy Treasurer’s duties will be as follows but not limited to:

Maintain such accounting records as set forth in the accounting manual prepared by the auditor-general.

Sell license plates and facilitate motor vehicle titles transactions.

Mail real estate tax notices to property owners with the assessed value & tax dollars due. Collect real estate taxes.

Miscellaneous duties as assigned by the County Treasurer.

**REQUIRED KNOWLEDGE, SKILLS, & ABILITIES** – Knowledge of acceptable clerical/computer/office procedures; skill to operate personal computer & computer programs and other required office equipment; ability to work independently, deal tactfully & effectively with co-workers & the general public.

**ESSENTIAL JOB FUNCTIONS** – The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is required to sit, occasionally for extended periods of time. The employee is required to stand, walk, kneel, and crouch. The employee must occasionally lift and/or move up to 30 pounds.

For more information contact us at: treasurer@walworthco.org