

FAIRFIELD COUNTY**JOB TITLE: ADMINISTRATIVE ASSISTANT / DEPUTY
TREASURER****GENERAL STATEMENT OF JOB**

Under general supervision, performs a wide variety of administrative and bookkeeping duties in support of the activities and functions of the Treasurer's Office. Provides customer assistance, collects tax payments, maintains records, prepares reports, etc. Must be bonded. Reports to the County Treasurer.

SPECIFIC DUTIES AND RESPONSIBILITIES**ESSENTIAL JOB FUNCTIONS**

Receives tax money from County residents for taxes owed on real estate, boats, motors and cars; enters payment records into computer; issues receipts for funds collected; prepares and makes daily deposits.

Balances and prepares required records and reports for bookkeeping systems such as ledgers, receipts and deposits, etc. Prepares various reports daily and monthly such as collection reports, refund reports, trial balance and general ledger and other accounting procedures. Prepares various spreadsheets as required.

Prepares and posts journal entries to general ledger.

Prepares refund checks for tax payers as necessary; balances refund reports monthly.

Balances cash drawer daily; prepares daily collections report.

Provides assistance to customers which includes such duties as providing information regarding tax status, procedures, and other tax matters via communication in the office, through mail and/or via telephone; retrieves information via computer as necessary.

Keeps proper information on mortgage companies current in the computer.

Hand apportions taxes as needed.

Utilizes various office machines such as a computer, typewriter, printer, telephone, copier, and adding machine.

ADDITIONAL JOB FUNCTIONS

Performs other related duties as required.

MINIMUM TRAINING AND EXPERIENCE

High school diploma and three to five years of general clerical experience, or any equivalent combination of training and experience which provides the required knowledge, skills and abilities. Experience dealing with the public and handling money would be helpful.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of automated office machines including various computers, adding machine, copier, etc. Must be physically able to exert up to ten pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects. Position involves sedentary work which requires sitting most of the time, but may involve walking or standing for brief periods of time. Must be able to lift and/or carry weights of approximately twenty pounds.

Data Conception: Requires the ability to compare and or judge the readily observable functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

Interpersonal Communication: Requires the ability of speaking and/or signaling people to convey or exchange information. Includes the receiving of information and instructions from supervisor.

Language Ability: Requires the ability to read a variety of documents and reports. Requires the ability to prepare documents and reports such as spreadsheets, computer edits, collection reports, refund reports, and general letters of correspondence, etc., using the proper format, punctuation, spelling and grammar. Requires the ability to communicate with co-workers, other County personnel, and the general public, etc., with poise, voice control, and confidence.

Intelligence: Requires the ability to apply principles of rational systems such as accounting, legal systems relative to taxes, etc., in order to solve problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form.

Verbal Aptitude: Requires the ability to record and deliver information and to follow verbal and written instructions.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; add, subtract, multiply, and divide numbers; determine percentages and utilize decimals; and determine time and weight.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes in utilizing automated office equipment.

Manual Dexterity: Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc. Must have moderate levels of eye/hand/foot coordination.

Color Discrimination: Does not require the ability to differentiate colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond receiving instructions. Must be adaptable to performing under minimal stress when confronted with an emergency.

Physical Communication: Requires the ability to talk and/or hear (talking - expressing or exchanging ideas by means of spoken words; hearing - perceiving nature of sounds by ear.)

PERFORMANCE INDICATORS

Knowledge of Job: Has good working knowledge of County and State Laws and regulations of the S.C. Treasurer's Office as they relate to the position of Deputy Treasurer. Is knowledgeable in bookkeeping, compiling, maintaining and disbursing all necessary records, receipts, and balances in an accurate and effective manner. Is able to exercise responsibility in handling large sums of money, and in readying office for daily operations. Has thorough knowledge of computer systems and their application as necessary in the completion of office activities. Has the ability to apply a responsible attention to detail as necessary in handling money and preparing records, reports, etc. Knows how to interact with various groups in a professional manner. Knows how to maintain effective working relationships with co-workers, members of the public, and all other groups involved in the activities of the department. Is able to communicate effectively with others both in person and over the telephone in a clear and pleasant manner. Is able to use independent judgment and discretion in the performance of routine and non-routine situations. Is able to interpret and apply relative policies and procedures. Knows how to keep abreast of any changes in policy, methods, computer operations, etc. as they pertain to departmental operations and activities. Is able to perform the duties of the job without the need of direct supervision.

Quality of Work: Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interface with all County departments and divisions, co-workers and customers, and the general public.

Quantity of Work: Maintains effective and efficient output of all duties and responsibilities as described under "Specific Duties and Responsibilities."

Dependability: Assumes responsibility for doing assigned work and for meeting deadlines. Completes assigned work on or before deadlines in accordance with directives, County policy, standards and prescribed procedures. Accepts accountability for meeting assigned responsibilities in the technical, human and conceptual areas.

Attendance: Attends work regularly and on time with a minimum of tardiness and absences and adheres to County policies and procedures regarding absences and tardiness. Provides adequate notice to higher management with respect to vacation time and time-off requests.

Initiative and Enthusiasm: Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be done and initiates proper and acceptable direction for the completion of work with a minimum of supervision and instruction.

Judgment: Exercises analytical judgment in areas of responsibility. Identifies problems or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to problems or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice and researches problems, situations and alternatives before exercising judgment.

Cooperation: Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with County policy or procedures, etc.

Relationships with Others: Shares knowledge with managers, supervisors and staff for mutual and County benefit. Contributes to maintaining high morale among all County employees. Develops and maintains cooperative and courteous relationships with department employees, staffers and managers in other departments, representatives from organizations, customers, and the general public so as to maintain goodwill toward the County and to project a good image. Tactfully and effectively handles requests, suggestions and complaints from other departments and persons in order to maintain goodwill within the County. Emphasizes the importance of maintaining a positive image within the County. Interfaces effectively with higher management, professionals, customers, and the general public.

Coordination of Work: Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of elements of work and establishes a personal schedule accordingly. Attends meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules. Maintains a calendar for meetings, deadlines and events.

Safety and Housekeeping: Adheres to all safety and housekeeping standards established by the County and various regulatory agencies. Sees that the standards are not violated. Maintains a clean and orderly workplace.

DISCLAIMER: This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.