

FAIRFIELD COUNTY**JOB TITLE: OFFICE ASSISTANT
TREASURER****GENERAL STATEMENT OF JOB**

Under general supervision, performs a variety of clerical and bookkeeping duties in support of the functions and activities of the Treasurer's Office. Provides customer assistance, balances receipts, etc. Collects tax payments and necessary records. Must be bonded. Reports to the Treasurer.

SPECIFIC DUTIES AND RESPONSIBILITIES**ESSENTIAL JOB FUNCTIONS**

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

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

Interacts and communicates with various persons and departments in order to provide and/or exchange information including Department of Motor Vehicles, County schools, lawyers, various County agencies, etc.

Utilizes a computer for the purpose of retrieving taxpayer information and to record payment information.

Balances daily and monthly monies collected against computer records/ledger records to ensure balance.

Performs a variety of duties relative delinquent vehicle taxes including flagging delinquent taxes via computer, notifying taxpayers of delinquencies, suspending tags and driver licenses of owners if property taxes are not paid, clearing tags and driver licenses when taxes are paid, etc.

Maintains files and types letters and correspondence while utilizing various office machines such as computers, printer, typewriter, telephone, copier, calculator, cash register, etc.

Utilizes various office machines such as a computer, telephone, copier, calculator, cash register, etc.

Receives, reviews, processes, files and/or submits a variety of documents and reports such as tax receipts, weekly DOR report funds, daily collection records, tax bills, etc.

ADDITIONAL JOB FUNCTIONS

Writes receipts for monies collected from other County agencies/departments such as County schools, Transit System, Clerk of Court, Tax assessor, Sheriff's Office, Magistrate's Office, Probate Judge, lawyers, etc.

Performs other related duties as required.

MINIMUM TRAINING AND EXPERIENCE

High school diploma with one to two years of public relations experience and experience handling money, or any equivalent combination of training and experience which provides the required knowledge, skills and abilities.

**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 computer, adding machine, typewriter, 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 mostly sedentary work, but also involves reaching and standing for brief or extended periods of time. Must be able to lift and/or carry weights of up to fifty 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 collection report, bank deposits, receipts, etc., using the proper format, punctuation, spelling and grammar. Requires the ability to communicate with co-workers, supervisor, other County personnel, various County agencies, and the general public, etc. with poise, voice control, and confidence.

Intelligence: Requires the ability to apply commonsense understanding to carry out instructions furnished in written, oral, or diagrammatic form; to deal with problems involving several concrete variables in or from standardized situations.

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; utilize decimals and figure percentages; 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 minimal 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 without losing temper.

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 the practices, procedures, rules and regulations of the department as they pertain to the duties of the job. Has knowledge of the general office operations, functions, and procedures. Is able to use independent judgement in routine situations. Is able to communicate effectively with others both in person and over the telephone in a clear and pleasant manner. Has the ability to comprehend, interpret, and apply regulations, procedures, and office operations. Knows of the notices, receipts, and records which must be prepared, processed, and maintained in order to meet the requirements of the department. Has comprehensive knowledge of the terminology used within the department. Is able to read, understand and complete written requests and work assignments in a timely fashion. Knows how to operate a variety of types of equipment and machines such as a computer, calculator, etc. Is able to learn and apply new skills needed in order to promote efficient completion of duties. Is able to offer assistance to co-workers as necessary. Is able to complete mathematical calculations as needed. Has good organizational and human relations skills. Has comprehensive knowledge of computer applications and the utilization of such in completing related tasks.

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.