

# **POSITION OPENING**

Third Deputy – Treasurer

Monday – Friday 8:30 a.m. – 4:30 p.m.

Salary: \$40,207

## **DUTIES**

Responsible for collecting, recording and processing taxes and related payments and assisting the public.

Collects tax payments, issues receipts, enters data in computer and processes related forms.

Maintains Fund Ledger receipts and disbursements.

Maintains positive public relations for the Treasurer's Office and responds to taxpayer inquiries/complaints, providing assistance and/or explaining procedures, etc.

Prepares cashbook for daily transactions, balances cashbook with computer and maintains records for balancing with the Auditor's Office as requested or in absence of First Deputy.

Receives, processes and enters various payments in computer and/or ledgers, such as judgements, real estate and personal property, calculates interest as appropriate and provides receipts.

Generates computer lists, prepares and submits delinquent personal property lists and performs various clerical functions.

Performs related duties as assigned.

## **REQUIREMENTS**

High School Diploma or GED.

Ability to meet all Department hiring requirements, including passage of a medical exam and drug test.

Knowledge of state laws pertaining to tax collections and policies, practices and legal requirements of the Department, with ability to effectively respond to inquiries and apply appropriate procedures.

Working knowledge of standard bookkeeping practices and procedures, with ability to perform arithmetic operations and maintain complete/accurate financial records.

Working knowledge of standard office procedures and computer software used by the Department, with ability to apply such knowledge to a variety of interrelated processes, tasks and operations.

Submit Application for Employment with resume in person to Hayley Hatfield, County Treasurer, or via e-mail to [hhatfield@dearborncounty.in.gov](mailto:hhatfield@dearborncounty.in.gov).