

**COUNTY OF LINCOLN
Job Description Form**

Division/Department: County Treasurer

Job Title: Deputy Treasurer

Reports to: County Treasurer

Level/Grade: 17
(Entry Level 171P \$12.9204/hr)

Type of position:
 Full-time
 Part-time
 Temporary/Seasonal
 Emergency Hire

Hours 40/Week
 Classified
 Unclassified

General Description:

Performance of necessary bookkeeping/accounting duties and related functions of the Treasurer's Office, in accordance with New Mexico Laws, Regulations and Policies governing the office. Performance of backup duties to Financial Accounting Officer and other accounting duties as assigned. Performance of cashiering, processing of payments, balancing and preparing bank deposits. Applicant must be proficient with 10 key calculator and computer/program skills. Customer Service duties including dealing with the public and telephone inquiries. Maintaining established filing systems. Ability to be trained and certified in New Mexico Archival and Record Management. Management of Treasurer's Record Retention and Archives. Ability to be trained in knowledge of New Mexico Bankruptcy Laws, maintenance and bankruptcy files, filing proof of claims and flagging a taxpayer accounts. Maintenance of Lodger's Tax Files, Monthly and Quarterly Reports, correspondence with County Lodging establishments. Monthly reporting including but not limited to Cost of State, penalties and interest, Bank Investments Schedule and Compilation of Treasurer's Financial Report. Assist other office personnel with tax searches, processing of return mail, annual billings, letters and delinquent notices. Perform other duties as assigned. Employee must perform all duties with minimal supervision and in a timely manner.

Education/Work Experience/Certification/Training Requirements/Abilities/Skills:

- Equivalent to completion of the twelfth grade +1 year upper level business, plus five years of general clerical/bookkeeping/teller experience, of which two years must have been spent in computer and general ledger accounting.
- Valid New Mexico State Driver's License. Must have a good driving record to be insurable for liability purposes.
- Accurately tabulate, record and balance assigned transactions; maintain cash drawer; proficient communication verbally and in writing; ability to work courteously and pleasantly with the public and co-workers; type accurately for successful job performance; plans and performs a wide variety of clerical duties; be proficient in use of AS-400 terminal and personal computer skills.
- Able to cover for absent co-workers.

Work Conditions/Description of Tools, Equipment, Work Aids Used and Materials and/or Products Handled:

- Office environment. Normally works 8-5 Monday-Friday. May be required to attend out of town training and seminars.
- Telephone, calculator, AS/400 and personal computer terminal/keyboard and printer, photocopy machine, telefax machine, typewriter, and other related office equipment.

Comments on Physical Requirements:

Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following: sitting and standing for prolonged periods of time; light to moderate lifting (up to 50 pounds); reaching, stooping, crawling, pulling, pushing, and manual dexterity; and operating assigned office equipment.

Approved by: Beverly Calaway 1/6/15

Date Posted: January 6, 2016

Date Hired: _____

Employee Declaration:

I have read the above job description. I understand the demands and expectations of the position described and to the best of my knowledge, believe I can perform these duties.

Name: _____

Date: _____