COUNTY OF LINCOLN
Job Description Form

Division/Department: County Treasurer

Job Title: Deputy Treasurer **Reports to:** County Treasurer

Level/Grade: 101P $11.15 hourly	**Type of position:** ☐ Full-time ☐ Part-time ✓ Temporary/Seasonal ☐ Emergency Hire	**Hours_____/Week** ✓ Classified ☐ Unclassified

General Description:
The employee performs a variety of clerical tasks relative to assigned area of responsibility. Daily receipting and balance in AS400 System. Research, updating and filing of address changes of returned mail. Maintain established filing systems. Perform a variety of general clerical duties including but not limited to: typing processing mail and daily reconciliation as directed. The employee must perform all duties with minimal supervision and perform other duties as assigned.

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

- High school diploma or GED certification.
- Valid New Mexico State Driver's License. Must have a good driving record to be insurable for liability purposes.
- Ability to complete work assignments accurately and in a timely manner, and the ability to learn basic department functions.
- Ability to work courteously and pleasantly with the public and co-workers and able to operate various office machines, including the AS400 Computer System.
- Ability to type at a speed necessary for successful job performance, understand and carry out written and oral instructions, communicate clearly and concisely, both orally and in writing, and basic knowledge of principles and procedures of record keeping.

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

- Office environment. Normally works 8-5 Monday-Friday. Flexible hours/Temporary
- 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 A. Calaway

Date Posted: October 11, 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:** _____

Date Revised: 09-16-2011