

Job Description

Broadwater County is an equal opportunity employer. The County shall, upon request, provide reasonable accommodations to otherwise qualified individuals with disabilities.

This job description is intended to reflect core areas of responsibility and an incumbent employees' knowledge and skill set needed to complete those functions. This document is not intended to catalog each individual duty; employees are routinely called upon to address emerging employer requirements in alignment with individual work units and assignments of jobs. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer change.

Job Title: Treasurer Assistant	FLSA Status: <input checked="" type="checkbox"/> Non-Exempt <input type="checkbox"/> Exempt
Department: Treasurer	Reports to: County Treasurer
	Grade: _____
	At-Risk Position (BBP): <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes

Work Unit Overview: The Treasurer's Office provides licensing, registration, and title services to County residents. The Department registers and titles cars, trucks, snowmobiles, boats, motorcycles, trailers, and motor homes. The Department also collects taxes and other receipts for the County.

Job Summary: The Treasurer's Assistant is responsible for providing licensing, registration, and title services to County residents according to departmental policies and applicable laws. Duties include assisting the public, in person and over the phone, with the motor vehicle registration and licensing process and providing information on various topics related to licensing and registration, such as title application procedures and registration requirements to assist the public in complying with motor vehicle regulations and laws. The Treasurer's Assistant's also processes receipts, disburses, and tracks all county financial transactions. Collects fees, property and other taxes and then reconciles them.

Essential Functions (Major Duties or Responsibilities): *These duties are the essential functions and are not all-inclusive of all duties that the incumbent performs.*

- This position performs clerical duties that requires accuracy, attention to detail, a high sense of integrity, and able to complete tasks in a timely manner.
- The clerk must have a pleasant disposition and able to deal with frustrated customers from time to time. Deadlines are a necessity in the Treasurer's Office and the clerk must be able to meet those deadlines, even with the frequent interruptions that occur.
- On a daily basis, the clerk must deal with sensitive information and therefore be required to adhere to high standards of confidentiality.
- There is constant daily contact with the public in person as well as by phone.

- The clerk must be able to communicate orally and in writing; interpret and explain multifaceted laws and regulations; calculate; maintain records; balance cash; do bookkeeping; prepare reports; type; file; operate a computer; operate office machines.
- The position also requires occasional manual lifting of heavy books and boxes of license plates and forms.
- Deal with the public at the counter, phone and by mail concerning all motor vehicle transactions and tax collections.
- Enter payments and fees into appropriate records for Motor Vehicle, Tax and A1's.
- Give detailed information and explanations by phone and in person.
- Assist in tax statement preparation; sort and deliver mail.
- Perform daily reconciliation of all transactions and cash drawer.
- Handle automobile mail-in and walk-in renewal registrations.
- Handle motor vehicle fee transmittal sheets, match all paperwork with title fees, personal plate fees, lien fees, duplicate plate or tab fees, etc. to the computer transmittal sheet; remit all of the documents to the Registrar of Motor Vehicles.
- Check and record all new motor vehicle title work from dealers and banks and notify the purchaser that the paperwork is ready for completion; if there is a problem, notify the dealer or bank of what is needed to complete. Paperwork with liens is pre-entered and lien perfections are run; those without liens are entered into the state motor vehicle computer system, as needed.
- Perform other related duties as required.

Non-Essential Functions:

- Establish and maintain a variety of files.
- Perform other duties as assigned including but not limited to managing special projects, attending meetings and conferences, providing backup for other staff, participating in training, etc.

Physical Demands and Working Conditions: *The demands and conditions described here are representative of those the employee must meet to perform the essential functions of the job.*

- Frequent periods of sitting and standing and occasionally required to reach with hands and arms, and stoop, kneel, crouch, or crawl.

- Specific vision abilities required by this job include close vision (clear vision at 20 inches or less), and the ability to adjust focus (ability to adjust the eye to bring an object into sharp focus).
- Work is performed primarily in an office environment.
- Must be able to lift a minimum of 15 pounds.
- Work atmosphere may be noisy and hectic due to contact with the general public in person and on the phone.

Supervision Received:

This position reports directly to the Treasurer.

Supervision Exercised:

This position does not supervise other department employees. Directives from the Treasurer.

Knowledge, Skills, and Abilities:

The job requires knowledge of state and county motor vehicle licensing and registration laws; principles and practices of customer service; how fees are calculated, the application of fees, definition of fees, taxable value, weight, and how to explain this to customers with differing knowledge bases; additional documentation that may be required such as insurance requirements and handicap authorizations etc, applicable taxes, percentages due, when they are due and exceptions; and reference materials such as Polk and Peck Books, Blue Books, Registration, Title Manuals and Montana State Code Manuals.

The job requires skill in the use of various databases, software and computer systems; customer service, and records maintenance.

The job requires the ability to communicate effectively verbally and in writing; accurately cashier transactions; calculate and collect taxes and fees due; to use reference materials such as Polk and Peck Books, Blue Books, Registration, and Title manuals; and problem solve with customers. Must have the ability to maintain confidentiality, be courteous and efficient.

Education and Experience:

The above knowledge, skills and abilities are typically acquired through a combination of education and experience equivalent to:

- Graduation from high school or its equivalent; PLUS experience in bookkeeping and accounting is helpful.
- Two (2) years of experience in an office setting with clerical duties and the use of computers, calculators, and other office machines preferred.
- Must possess a valid Montana Operator's License