



Brown County

25 Market Street
Aberdeen, SD 57401
www.brown.sd.us

Deputy Treasurer

Treasurer

Wage: \$19.67/hour

Opening date: 04/26/2023

Closing date: 05/10/2023

JOB SUMMARY

This position provides clerical and customer service support for the operations of the Treasurer's Office.

MAJOR DUTIES

- Answers telephone and greets visitors; provides information and assistance.
- Processes registration renewals, title transfers, handicap permits, temporary vehicle permits, etc.; orders special license plates; issues refunds for commercial plates; completes sales tax refund forms and tax freeze forms.
- Receives and processes property tax payments.
- Receives and processes payments for poor relief, attorney fees, plat books, weed and pest spraying, and solid waste violations.
- Notes and releases liens on motor vehicles and watercraft; coordinates with banks to resolve lien issues.
- Processes mobile home title transfers and affidavits for proof of taxes paid; calculates pre-paid mobile home taxes; issues moving permits; enters new owner information into database.
- Scans documents.
- Balances motor vehicle paperwork and daily fees.
- Maintains stock inventory and reorders as needed.
- Alphabetizes, folds, and prepares tax bills for mailing.
- Processes daily mail.
- Runs previous day tax and motor vehicle reports.

- Reviews and processes payroll timecards.
- Sets up electronic transfers for the payment of property taxes.
- Performs related duties.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of bookkeeping and accounting procedures.
- Knowledge of state tax laws.
- Knowledge of state motor vehicles laws and regulations.
- Knowledge of county and departmental policies and procedures.
- Knowledge of computers and job-related software programs.
- Skill in prioritizing and organizing work.
- Skill in the provision of customer services.
- Skill in the accurate handling of cash, check, and credit card payments.
- Skill in the maintenance of files and records.
- Skill in the use of such office equipment as a computer, scanner, fax machine, printer, and copier.
- Skill in oral and written communication.

SUPERVISORY CONTROLS

The Chief Deputy Treasurer assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

GUIDELINES

Guidelines include South Dakota codified laws and county and department policies and procedures. These guidelines are generally clear and specific but may require some interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of related clerical and customer service duties. The unique needs of each customer contribute to the complexity of the position.

- The purpose of this position is to provide clerical and customer service support for department operations. Successful performance contributes to the efficiency and effectiveness of those operations.

CONTACTS

- Contacts are typically with co-workers, other county employees, representatives of state agencies, bank staff, and members of the general public.
- Contacts are typically to give or exchange information, resolve problems, and provide services.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, or stooping. The employee occasionally lifts light objects.
- The work is typically performed in an office.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

None.

MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with completion of specialized training in the field of work, in addition to a high school diploma.
- Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.

APPLY BY

Submit Brown County application to:

- Brown County
Human Resources
25 Market St.
Aberdeen, SD 57401

Fax: 605.725.2355

Email: Erica.Coughlin@browncounty.sd.gov