

# Kane County

## Job Description



<b>Job Title:</b> Deputy Treasurer I	<b>Job Code:</b> 801
<b>Division:</b> Customer Service	<b>Effective Date:</b> 12/01/10
<b>Department:</b> County Treasurer	<b>Last Revised:</b> 12/01/10

### GENERAL PURPOSE

Performs a variety of **entry level** complex clerical tasks as needed to expedite the mailing, collecting, and receipting of county property tax; participates in the issuance of tax notices and recording of tax remittances as required by law of the office of County Treasurer.

### SUPERVISION RECEIVED

Works under the general supervision of the County Treasurer. May receive close supervision from Deputy Treasurer II while in training or on a project-by-project basis.

### SUPERVISION EXERCISED

None

### ESSENTIAL FUNCTIONS

Assists in the preparation of current and delinquent tax notices; computer enters special service district fees and mortgage company requests; mails notices in compliance with statutory taxation calendar.

Collects current and delinquent tax payments, and receives all county revenues, over counter and through mail and receipts the same; may assist to reconcile various county revenue accounts; computer posts all tax revenues; double checks name, address, amount, and statements; prepares and issues receipts; may prepare bank deposits;

Prepares and mails Special Service District letters requesting verification of tax amounts; receipts special district tax collections and posts to proper accounts for distribution.

Responds to public questions over counter or telephone; provides information related to tax amounts and charges, delinquencies, addresses or property owners, size of parcels, assessed value, and amount of delinquent tax.

Enters delinquent taxes into tax books and onto computer; prints tax sale books and sub-sale books; prepares the May tax sale listings; prepares new delinquent listings for County Auditor; prepares and mails billings; receipts and balances payments for delinquent taxes.

Prepares delinquent tax statement noting year of delinquent tax, legal description, tax amount, and penalty and interest charges.

Prepares and mails letters to mortgage companies from prior year listings; requests additions and deletions for current year property tax notices on lien property; updates computer records as needed.

Performs GRAMA research on prior year property taxes and down-winder claims; conducts records research as requested by banks, mortgage companies and title companies; gives notice to property owners of potential loss of property for failure to pay taxes (five year delinquency).

Assists in the maintenance of county tax records, receipts and reports; files and stores records according to established archiving requirements; may participate in the microfilming of documents; may assist with record purging as needed.

Operates computer; follows strict guidelines for entering tax related data into computer system; updates records, balances accounts and ledgers; assists in balancing monthly bank statements for the several bank accounts maintained by the county Treasurer.

Assists in the balancing and posting of personal property taxes; performs daily and/or weekly balancing of receipts with revenue and petty cash.

Prints out check runs for payments issued against "Accounts Payable"; prepares and mails checks.

Performs related duties as required.

**MINIMUM QUALIFICATIONS**

1. Education and Experience:

A. Graduation from a high school with course background in bookkeeping, accounting, mathematics, finance or some other related field;

AND

B. Two (2) years of progressively responsible work experience performing above or related duties;

OR

C. An equivalent combination of education and experience.

2. Required Knowledge, Skills and Abilities:

**Some knowledge of** the operation and responsibilities of the County Treasurer's office; laws and regulations governing tax assessment and collection in the county; bookkeeping practices and procedures; general office maintenance, (i.e., record keeping, filing, indexing, etc.); interrelationships of various county offices; tax process and related charges and fines; standard banking processes and procedures; telephone etiquette, computer format and data entry on the County system.

**Ability to** operate a variety of types of office equipment such as personal computer, mainframe terminal, adding machine, calculator, typewriter, etc.; perform basic mathematical functions quickly and accurately; read and understand county legal documents; communicate effectively, verbally and in writing; ability to develop effective working relationships with fellow employees, supervisors, elected officials and the public; work effectively in a typical office environment.

3. Special Qualifications:

- Must be bondable.
- Must be able to write legibly.
- Must be able to operate 10-key by touch.

4. Work Environment:

Incumbent of the position performs in a typical office setting with appropriate climate controls. Tasks require variety of physical activities, generally involving muscular strain, such as walking, standing, stooping, sitting, reaching, talking, hearing and seeing. Rapid work speed required to perform keyboard operations. Common eye, hand, finger, leg and foot dexterity exist. Mental application utilizes memory for details, verbal instructions, and emotional stability, discriminating thinking.

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**Disclaimer:** The above statements describe the general nature, level, and type of work performed by the employee(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I \_\_\_\_\_ have reviewed the above job description. Date: \_\_\_\_\_  
(Employee)