



County of Calhoun

Job Description

Job Title: Treasury Clerk
Department: 600 - Treasurer
Reports To: Treasurer
FLSA Status: Non-Exempt

Summary

Collect and process real estate, Business and personal property taxes. Provide information and/or assistance as needed to taxpayers or other interested parties with questions or problems concerning County tax bills. Receive and process revenues from other county departments and government agencies.

Essential Duties and Responsibilities

The duties outlined below represent the majority of responsibilities required to execute this position. Other duties may be assigned related to this type of work as necessary.

- Collect and post revenues received, in person or by mail, in payment of current tax bills;
- Balance cash drawer on a daily basis;
- Maintain information in tax accounting system re: mortgage and escrow company billing;
- Assist in preparation, sorting and mailing of tax bills;
- Perform other routine office tasks, as assigned.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

One year certificate from college or technical school; or three to six months related experience and/or training; or equivalent combination of education and experience. Ideal candidates will have a background in cash handling, banking, accounting, and/or retail.

Language Skills

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers,

clients, and other employees of the organization.

Mathematical Skills

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Ability

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

Computer Skills

Microsoft Office Proficient

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 10 pounds.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.

This job description does not constitute an employment agreement between the County and the employee and is subject to change by the County as its needs and requirements of the job change.

Calhoun County is an Equal Opportunity Employer.