

**POSITION DESCRIPTION
COUNTY OF LAPORTE, INDIANA**

POSITION: First Deputy
DEPARTMENT: Treasurer
WORK SCHEDULE: 8:00 a.m. – 4:00 p.m., M-F
JOB CATEGORY: COMOT VI (Computer, Office Machine Operation, Technician)

DATE WRITTEN: March 2006
DATE REVISED:

STATUS: Full-time
FLSA STATUS: Non-exempt

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. The County of LaPorte provides reasonable accommodation to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless the accommodation would cause an undue hardship.

Incumbent serves as First Deputy for the LaPorte County Treasurer's Office, responsible for supervising assigned personnel, maintaining accurate records of all County funds received and disbursed on a daily basis, and performing various administrative duties.

DUTIES:

Plans, delegates, and controls work assignments of assigned staff. Interviews candidates and makes hiring recommendations, orients new subordinates, trains/develops/motivates staff, establishes specific work goals, evaluates work performance, maintains discipline, and recommends personnel actions, such as promotions, transfers, or demotions.

Balances all cash received in cash drawers, including verifying totals with receipts issued, posting to and totaling daily cash books, preparing necessary forms for deposit of monies, and making deposits in appropriate financial institutions.

Maintains and balances all control cards, assuring accuracy with computer records, cash book, and state figures.

Prepares lists of unpaid taxes for real estate, personal property, mobile homes, and ditches within designated townships. Applies unpaid "additional assessments" to correct delinquency of personal property, real estate, or mobile homes.

Receives Assessor's proof book containing parcels as they will be billed for new year, verifies total of delinquent taxes by prior tax, prior penalty, last tax, and last penalty with department totals, and locates and corrects discrepancies as necessary.

Serves as liaison between Data Processing and representatives from software companies for the development of software for departmental use. Trains department personnel on use of such software and solves system and user related problems as necessary.

Monitors property splits, including tracking parcels with delinquent taxes, determining if delinquent parcels have been split, tracking how parcel was split, and assigning new number to parcel splits.

Divides and appropriately applies delinquent tax to newly parcel numbers by assessed valuation. Assures payments for delinquent taxes made on old parcel numbers are posted to new accounts.

Prepares financial statement reflecting all payments by township for entire period for either spring or fall settlement.

Posts taxes, makes address changes, and enters transfers in computer and on control cards as needed.

Prepares billing, and balances and maintains control cards for "special assessments," including ditch assessments and delinquent sanitation, weed cutting, and garbage assessments. Calculates original charges, penalties, releases, and other appropriate fees. Maintains listing of parcels eligible for tax sale.

Posts penalties applied for current tax, last tax, and prior tax to department control card.

Assists with supervision of annual tax sale.

Prepares all delinquent charges for overdue tax bills, judgments, control cards, and overdue mobile home taxes, and processes checks returned by banks for insufficient funds and excess forms to return overpaid taxes to individuals.

Answers telephone and greets office visitors, answers questions regarding tax liabilities and departmental procedures, furnishes tax record information, and/or routes caller to appropriate person, department, or agency.

Maintains cash book, posting entries and maintaining balances of various bank accounts and transferring funds among the various accounts as necessary.

Maintains and orders office supplies as needed and performs year end inventory of office equipment.

Performs related duties as assigned.

I. JOB REQUIREMENTS AND DIFFICULTY OF WORK:

High school diploma or GED.

Must be at least 21 years of age.

Practical knowledge of the principles and standard practices of bookkeeping and record keeping, and ability to apply such knowledge to effect efficient County departmental operations.

Knowledge of all computer software programs used by Treasurer's Office, and ability to instruct on proper usage and provide technical assistance.

Ability to plan, delegate, and control work assignments of assigned staff. Ability to interview candidates and make hiring recommendations, orient new subordinates, train/develop/motivate staff, establish specific work goals, evaluate work performance, maintain discipline, and recommend personnel actions, such as promotions, transfers, or demotions.

Ability to accurately maintain and update files and compile records.

Ability to perform arithmetic calculations and read/interpret detailed prints, sketches, layouts, specifications, and maps.

Ability to operate a variety of standard office equipment, such as computer, calculator, copy machine, fax machine, and telephone.

Ability to provide public access to or maintain confidentiality of department information and records according to state requirements.

Ability to comply with all employer and department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to competently serve the public with diplomacy and respect, including occasional encounters with irate/hostile persons.

Ability to effectively communicate orally and in writing with co-workers, other County departments, Sheriff Civil Division, banks, and members of general public in a courteous and tactful manner, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to work alone with minimum supervision and with others in a team environment.

Ability to work on several tasks at the same time, occasionally under time pressure.

Ability to understand, memorize, retain, and carry out written or oral instructions and present findings in oral and written form.

Ability to occasionally work extended and/or weekend hours to meet tax deadlines, and travel out of town, sometimes overnight, to attend meetings.

II. RESPONSIBILITY:

Incumbent performs a variety of relatively recurring and standard duties according to established practices and procedures of the department, using some independent judgment and taking action in determining and implementing the best methods to achieve intended results. Errors in incumbent's work are primarily detected or prevented through supervisory review and/or notification from other departments. Undetected errors could result in loss of time to correct error and/or inconvenience to other departments or the public.

III. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with co-workers, other County departments, Sheriff Civil Division, banks, and members of general public for the purposes of explaining and interpreting department policies and procedures and rendering service.

Incumbent reports directly to the Treasurer.

IV. PHYSICAL EFFORT/WORK ENVIRONMENT:

Incumbent performs duties in a standard office environment, including sitting/walking at will, sitting/standing/walking for long periods, lifting/carrying objects weighing under 25 pounds, pushing/pulling objects, crouching/kneeling, bending, reaching, close/far vision, depth perception, hearing sounds/communication, and handling/grasping/fingering objects. Incumbent may be exposed to irate/hostile individuals. Incumbent may be occasionally required to work extended and/or weekend hours to meet tax deadlines, and travel out of town, sometimes overnight, to attend meetings.

APPLICANT/EMPLOYEE ACKNOWLEDGMENT

The job description for the position of First Deputy for the LaPorte County Treasurer's Office describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements, and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?
Yes _____ No _____

Applicant/Employee Signature

Date

Print or Type Name