

## **DEPUTY COUNTY TREASURER**

### **DISTINGUISHING FEATURES OF THE CLASS:**

The work involves responsibility for acting for and in place of the County Treasurer. The incumbent supervises the collection, receipt and processing of county taxes as well as various Federal and State revenues. In addition, the incumbent assists County departments in the preparation of Federal and State reimbursement claims, maintains court and trust fund accounts and processes a variety of claims and payments. The work is performed under the general supervision of the County Treasurer according to established policies and procedures. Supervision is exercised over the work of subordinate staff. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Supervises and participates in the collection of delinquent property taxes, and maintaining related accounts;

Supervises and participates in the preparation of tax sale and tax redemption notices and advertisements;

Answers property owner's questions on tax payments;

Provides receipts to towns, public utilities and schools for tax payments;

Issues checks to towns and villages for mortgage payments collected by the County;

Issues checks for refund of tax errors for County Legislature resolution or Real Property Tax Service notification;

Coordinates the disposition of tax acquired property including establishing bidding procedures, soliciting and preparing required forms;

Maintains various accounts for court and trust funds;

Issues a variety of checks for special daily county expenses and receipts for monies received by the county;

Prepares periodic reports based on financial records.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of the principles, procedures and regulations involved in the collection of property taxes;

Good knowledge of modern methods used in keeping and checking financial accounts and records, including financial computer software;

Good knowledge of modern office terminology, procedures, equipment and business English;

Ability to analyze and organize data and prepare records and reports;

Ability to understand and interpret complex oral instructions and/or written directions;

Ability to establish and maintain effective working relationships with others;

Ability to communicate effectively both orally and in writing;

Ability to plan and supervise the work of others;

Ability to operate a personal computer and utilize common office software programs.

**SUGESTED MINIMUM QUALIFICATIONS:** Either:

(a) Graduation from a regionally accredited or New York State registered college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's degree in accounting, business or public administration, economics or related field, including or supplemented by 18 semester credit hours in accounting, and two (2) years of accounting or auditing experience involving the maintenance or auditing of double entry books of a business, including the general ledger, or in the maintenance of governmental agency books involving appropriation accounting and the preparation of budget and financial reports; or

(b) Graduation from a regionally accredited or New York State registered college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's degree in accounting, business administration or related field including or supplemented by nine (9) semester credit hours in accounting and four (4) years of experience in (a); or

(c) An equivalent combination of training and experience as defined by the limits of (a) and (b).