



# Delaware County Job Description

<b>Job Title</b>	2 <sup>nd</sup> Deputy Cashier	<b>EEO Classification</b>	Administrative Support Workers
<b>Department</b>	Treasurer	<b>EEO4 Function</b>	Financial Admin
<b>Supervisor</b>	Chief Deputy Treasurer	<b>Job Grade</b>	2
<b>Work Schedule</b>	8:30 am – 4:00 pm, M-F	<b>Status</b>	Full-time
<b>FLSA Status</b>	Nonexempt, OT Eligible	<b>Position Type</b>	Hired
<b>Job Category</b>	COMOT (Clerical-Comp, Office Machine Operations, Technician)	<b>Effective Date</b>	

*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, skills, and abilities required. Delaware County 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 Second Deputy Cashier for the Delaware County Treasurer’s Office, responsible for performing cashier duties and assisting the public.

**DUTIES:**

Answers telephone and greets office visitors, responding to inquiries, providing information and assistance, taking messages and/or directing caller/visitor to appropriate individual or department.

Opens and closes vault at the beginning and end of each business day. Receives payments in person and via mail, and enters payment information into computer. Balances cash drawer and prepares bank deposits on a daily basis.

Completes inheritance tax forms and receives quietus forms from Auditor’s Office, runs payments through computer, and files paperwork accordingly.

Performs various clerical duties, such as making copies, processing paperwork, maintaining files, and filing judgments and other documents as necessary.

Processes mobile home permits and liquor license applications, including researching delinquencies on taxes, completing and signing necessary forms, and filing accordingly.

Occasionally assists with tax sales, including receiving and receipting payments, researching tax sale histories, figuring payments, and receiving payments for redemption. May attend and assist in tax sale in absence of Head Cashier.

Performs related duties as assigned.

**I. JOB REQUIREMENTS AND DIFFICULTY OF WORK:**

High school diploma or GED. Previous experience in customer service, cash handling and/or office or banking preferred.

Ability to meet all employer hiring requirements, including passage of a drug test.

Working knowledge of state laws pertaining to tax collections and policies, practices, and legal requirements of the Department, with ability to effectively respond to inquiries and apply appropriate procedures accordingly.

Working knowledge of standard office procedures and computer software used by the Department, with ability to apply such knowledge to a variety of interrelated processes, tasks and operations.

Working knowledge of standard English grammar, spelling and punctuation, and ability to prepare forms and documents as required.

Knowledge of standard filing systems and ability to create and maintain accurate and organized files.

Ability to properly operate standard office equipment, such as computer, keyboard, adding machine, telephone, copier, and fax machine.

Ability to effectively communicate orally and in writing with co-workers, other County departments, mortgage and title companies, real estate companies, banks, credit unions, tax collection agencies, State Auditor's Office, and the public, including being sensitive to professional ethics, gender, cultural diversities and disabilities.

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 understand, memorize, retain and follow oral and written instructions, make determinations, and present findings in oral or written form.

Ability to compare or observe similarities and differences between data, people or things.

Ability to make simple arithmetic calculations.

Ability to work alone with minimum supervision and with others in a team environment, often amidst frequent distractions and interruptions, and on several tasks at the same time.

Ability to occasionally work extended and/or evening hours and occasionally travel out of town for conferences, sometimes overnight.

## **II. RESPONSIBILITY:**

Incumbent performs duties according to standard Department policies and procedures with priorities primarily determined by service needs of the public and seasonal deadlines. Assignments are guided by definite objectives using a variety of methods or procedures, with incumbent referring to supervisor for unusual matters, such as policy interpretations. Decisions are always determined by specific instructions or existing, well-established policies and procedures. Errors in work are primarily detected or prevented through standard bookkeeping checks and procedural safeguards. Undetected errors could result in loss of time to correct error, loss of money to the Department and/or inconvenience to other agencies or the public.

## **III. PERSONAL WORK RELATIONSHIPS:**

Incumbent maintains frequent contact with co-workers, other County departments, mortgage and title companies, real estate companies, banks, credit unions, tax collection agencies, State Auditor's Office, and the public for the purpose of exchanging information.

Incumbent reports directly to Chief Deputy.

## **IV. PHYSICAL EFFORT AND WORK ENVIRONMENT:**

Incumbent performs duties in a standard office environment, involving sitting/walking at will, sitting for long periods, keyboarding, close vision, hearing sounds/communication, speaking clearly, and handling/grasping/fingering objects. Incumbent maintains regular contact with the public and may be exposed to irate/hostile persons. Incumbent occasionally works extended and/or evening hours and may travel out of town for conferences, sometimes overnight.

**DOCUMENT HISTORY**

<b>Initial Document</b>	<b>Original Author: Amy Hall</b>		<b>Title: HR Director</b>	
	<b>Department: Human Resources</b>		<b>Date Drafted: 11/23/09</b>	
<b>Change History</b>	<b>Revision</b>	<b>Description of Changes</b>	<b>Approval Date</b>	<b>Approved By</b>
	0	Original document	November 2007	

*The County has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the County reserves the right to change this job description and/or assign tasks for the employee to perform, as the County may deem appropriate.*