CLASS SPECIFICATION

CHIEF DEPUTY TREASURER

DEFINITION

Under general direction, directs and coordinates the operations of the Treasurer's Office; has responsibility for the apportionment of the real estate property taxes collected by the Treasurer's Office; provides administrative support for the County Treasurer; and performs related work as required.

EXPERIENCE AND TRAINING REQUIREMENTS

A Bachelor's degree in Accounting, Finance or closely related field and three years of full-time experience performing accounts maintenance work; OR an equivalent combination of education and experience.

LICENSE OR CERTIFICATE

NA

SUPERVISION EXERCISED

Exercises direct supervision over supervisory staff.

EXAMPLES OF DUTIES (The following is used as a partial description and is not restrictive as to duties required.)

Direct and coordinate the operations of the Treasurer's Office.

Assist the Treasurer with establishing policy and procedures by analyzing new legislation that affects the operations of the Treasurer’s Office and recommending changes in policies and procedures.

Coordinate data base functions with the Assessor’s Office.

Represent the Treasurer and the County at various meetings with other county treasurer offices, cities, auditors, and taxpayers regarding Treasurer's Office functions, operations, and problems.

Participate in drafting proposed legislative changes on Treasurer’s Office issues and following legislative action for changes to statutes.

Serve as liaison with the public, committees, boards, groups, and associations.

Serve as Treasurer’s Office Legislative Coordinator, which involves reviewing bill drafts for impact and writing evaluations.

Verify and interpret tax levy and collection information for the general public and external auditors for bond rating statistics, and other County departments or government entities for comparison or statistical information.

Participate in the design and type of tax bill that will be put out for bid for Washoe County Real Property Taxes by assisting with determining specifications for content.

Make arrangements with taxpayers to pay delinquent taxes.
Recommend and initiate policies and procedures for refund requests; Resolve problem situations by contacting mortgage companies and taxpayers to get a resolution that is acceptable to all parties.

Apportion real estate property taxes collected, including the verification of the accuracy of apportionments and regularly balancing the Treasurer's Office Real Estate Holding Account.

Verify tax rates and create rate tables.

Check tax billing calculations against totals from the Assessor's Office to ensure that the information is accurate.

Additional technical duties previously done by IT in regard to billing acquired, processing and balancing of five special assessments included on tax bill.

Coordinate the printing and mailing of the real estate tax bills with the Assessor’s Office and IT to meet establish deadlines.

Work with the Comptroller to close fiscal year records, set up receivables, and post adjustments to all tax accounts.

Coordinate tax payments with Mortgage Companies and Tax Services by supplying them with tax billing and tax payment information on a quarterly basis.

Plan, direct, supervise, and coordinate the functions and operations of the five divisions within the Treasurer’s Office to meet statutorily set deadlines.

Provide input into the development, preparation, and administration of the Department budget.

Oversee the audit process required by the Central Cashiering Ordinance that includes site audits to verify all change and petty cash funds in Washoe County and ensure compliance throughout the County.

Supervise staff including training, work assignment and review, employee discipline, and performance evaluation.

Conduct interviews and hire supervisory staff.

Act on the Treasurer’s behalf in his absence.

Help select and modify any computer software used by office.

Ensure that assigned staff performs duties and responsibilities in a safe and prudent manner that does not expose them or others to unnecessary harm or risk of on-the-job injury.

**JOB RELATED AND ESSENTIAL QUALIFICATIONS**

**Full Performance** *(These may be acquired on the job and are needed to perform the work assigned.)*

**Knowledge of:**
Treasurer's Office operations, policies, and procedures including comprehensive knowledge of the functions and policies of personal and real property tax collection.

Countywide personnel policies.

Bankruptcy procedures.

Governmental budgeting procedures.

Computer software specific to the department/division.
Organization and functions of the various departments and political subdivisions of the County.

**Ability to:**
Plan, coordinate, and direct the operations of the Treasurer's Office to accomplish established goals and objectives and optimize efficiency.

Prepare statements and reports for a variety of sources.

Analyze operational procedures and develop policy.

**Entry Level** *(Applicants will be screened for possession of these through written, oral, performance, or other evaluation methods.)*

**Knowledge of:**
Statutes and codes applicable to local tax collection and reporting requirements for the Treasurer's Office.

Governmental accounting control procedures.

Accounting principles and practices and complex financial recordkeeping procedures.

Principles and practices of supervision, training, and staff evaluation.

Public administration.

Municipal taxation and financial methods and procedures.

**Ability to:**
Assist with planning, assigning, coordinating and directing the functions and operations of the County Treasurer's Office.

Perform a wide variety of complex and specialized administrative and fiscal support work for the Washoe County Treasurer's Office.

Interpret, explain, and apply a variety of County Treasurer's Office policies, rules, procedures, and regulations.

Maintain or supervise the maintenance of tax records and formulate statistical accounting reports on tax matters.

Gather, organize, analyze, and present a variety of data and information.

Prepare clear, concise, and accurate records and reports.

Supervise personnel, including training, assigning, and reviewing work, administering discipline, and conducting performance evaluations.

Evaluate work priorities, procedures, and processes to determine their effectiveness and efficiency.

Communicate effectively, both orally and in writing.

Maintain effective working relationships with division staff and representatives of other departments.

Effectively represent the County Treasurer's Office in responding to inquiries, providing assistance, and dealing with concerns from the public, community organizations, other County staff, and other government agencies.

**SPECIAL REQUIREMENTS**
Essential duties require the following physical skills and work environment.

Ability to sit for extended periods. Ability to frequently stand and walk. Ability to lift and move objects weighing up to 10 lbs. Ability to use office equipment including computers, telephones, calculators, copiers, and FAX machine.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards.

Approved __________ WERCCS Job Evaluation Committee ___________ Date __ March, 2001 ___________