

DEPARTMENT: TREASURER

FLSA Status: Exempt/Administrative 1/4/2010

CLASSIFICATION: EXEMPT

APPROVED: 3/8/79

FIRST DEPUTY COUNTY TREASURER

DISTINGUISHING FEATURES OF THE CLASS: Works under the general supervision of the County Treasurer who reviews work for effectiveness and for compliance with laws and policies. Exercises supervision over employees as assigned by County Treasurer. Assists County Treasurer in administration of the Treasurer's office. Develops and established office systems and procedures. Supervises clerical staff in functions other than accounting. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Acts for the County Treasurer as necessary supervising operation of the office and assuming responsibility for the proper receipt and disbursement of all County funds;
2. Collaborates with the County Treasurer in compiling and preparing the department budget for submission to the Finance Committee and the County Legislature;
3. Assists County Treasurer in preparing statistical and fiscal reports, posting receipts to proper accounts, making daily cash checks, attending window for inquires and collection of taxes and assisting generally in assigned administrative activities of the department;
4. When assigned, develops and establishes office systems and procedures such as for pending delinquent taxes, preparing ledgers for State audit;
5. Supervises and when assigned participates in receiving certified County Department payrolls, directing clerk to draw checks; run checks through Protectograph; runs tape for gross and net amount of payrolls;
6. May attend to the handling of Court and Trust Funds, consulting with County Treasurer on collateral to secure County bank deposits;
7. Meets with various department heads and committees of the Legislature relative to their requirements for their departmental operations;
8. Works in close cooperation with the Clerk of the Legislature on all matters pertaining to the Tax Levy, also, on all matters pertaining to returned School Taxes form the various School Districts of the County;
9. Maintains a close check with the Accounting Department employees on the status of appropriations as per the budget requirements, etc.;
10. Consults with County Municipalities on matters pertaining to assessment and local tax problems;
11. Makes all bank deposits and checks daily on cash received in the office.