



## Job Description

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<b>TITLE:</b> Temporary Treasurer	<b>JOB CODE:</b> 4964
<b>DEPARTMENT:</b> County Treasurer	<b>FLSA:</b> Non-Exempt
<b>PREPARED:</b> November 2005	<b>FLSA CLASS:</b> Clerical
<b>UPDATED:</b> April 13, 2022	<b>LOCATION:</b> Aztec, NM
<b>REMOTE WORK ELIGIBLE:</b> NO	

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**Summary:** Under close supervision, collects and posts property taxes and revenue received from other County departments; balances individual cash drawer daily; coordinates daily worksheet and daily bank deposit with other staff; provides service to customers.

**Essential Job Functions:** *The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

- Collects and posts property taxes.
- Performs tax due status searches for the public.
- Receives and posts revenue received by other County departments.
- Receives tax payments and issues mobile home moving permits.
- Balances individual cash drawer on a daily basis.
- Alternates with other Deputies to balance daily worksheet to daily banks deposit.
- Answers phones and responds to questions from the public; opens and distributes daily mail.
- Responds to customer inquiries and provides a high level of customer service.
- Performs other related duties as assigned.

### Required Knowledge and Skills:

- Knowledge of tax and other revenue collection methods and procedures.
- Knowledge of administrative procedures, methods and practices.
- Knowledge of customer service principles, practices and techniques.
- Knowledge of County policies and procedures.
- Skill in researching property tax roles and responding to questions from the public.
- Skill in following oral and written instructions and procedures.
- Skill in the use of basic mathematics.
- Skill in providing a high level of customer service.
- Skill in establishing and maintaining effective working relationships with County staff and the general public.
- Skill in the use of a personal computer and standard business software, including MS Word and Excel.
- Skill in communicating effectively, both orally and in writing.

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Temporary Treasurer

**Education and Experience**

- High School diploma or GED. Some office and customer service preferred.
- Must be able to be bonded.
- Must pass a criminal history background check.
- Valid State of New Mexico Driver's license or able to obtain within six (6) months of employment.

**Environmental Factors and Conditions/Physical Requirements:**

- Work is performed in an office environment; may be subject to repetitive motion such as typing, data entry and vision to monitor; may be subject to extended periods of intense concentration in the review of documents and reports.
- Noise level is generally moderate.
- Work schedule for this position may include working on religious holidays.
- Utilize, process, and navigate the County's electronic ERP system as necessary and appropriate based on the needs and requirements of this position.

**Equipment and Tools Utilized:**

- Equipment utilized include computerized and conventional office equipment, 10-key, fax machine, typewriter, copier and credit card machine.

**Approvals:**

<b>Employee:</b>	_____	<b>Date:</b>	_____
<b>Supervisor</b>	_____	<b>Date:</b>	_____
<b>Department Head:</b>	_____	<b>Date:</b>	_____