

COUNTY OF OTERO

**DEPUTY TREASURER I  
DEPUTY TREASURER II**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

**DEFINITION**

To perform cashiering services and process payments; to respond to customer complaints and inquiries; and to perform a variety of clerical tasks relative to assigned area of responsibility.

**DISTINGUISHING CHARACTERISTICS**

**Deputy Treasurer I**--This is the entry level class in the Deputy Treasurer series. This class is distinguished from the Deputy Treasurer II by the performance of the more routine tasks and duties assigned to positions within the series including responding to routine questions from the public, maintaining files and processing paperwork and records. Since this class is typically used as a training class, employees may have only limited or no directly related work experience.

**Deputy Treasurer II**--This is the full journey level class within the Deputy Treasurer series. Employees within this class are distinguished from the Deputy Treasurer I by the performance of the full range of duties as assigned including the more complex and skilled duties of the classification. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. Positions in this class are flexibly staffed and are normally filled by advancement from the I level, or when filled from the outside, have prior experience.

**SUPERVISION RECEIVED AND EXERCISED**

**Deputy Treasurer I**

Receives immediate supervision from higher level supervisory and management staff.

**Deputy Treasurer II**

Receives general supervision from higher level supervisory and management staff.

**ESSENTIAL AND MARGINAL FUNCTION STATEMENTS**--*Essential and other important responsibilities and duties may include, but are not limited to, the following:*

**Essential Functions:**

1. Perform customer service and cashiering duties including tax collection, processing payments and responding to complaints and inquiries.

**Essential Functions:**

2. Assist customers, departments, and employees by providing fiscal information, explaining procedures and answering questions.
3. Receive, sort and process a variety of invoices and billings; post all expenditures and revenues for specific funds relative to assigned area of responsibility; post tax roll corrections.
4. Reconcile a variety of accounts; check data from bank statements and deposits; notify bank of outstanding discrepancies.
5. Enter data into a computer; run accounts payable/accounts receivable program.
6. Run computer generated reports periodically; review for accuracy.
7. Balance cash and receipts; prepare deposits.
8. Research records; document and report findings; prepare release of liens and warrants for checks.
9. Perform a variety of general clerical duties including typing, records maintenance and processing the mail; answer the telephone and distribute messages.

**Marginal Functions:**

1. Assist in the requisition and distribution of office supplies as required.
2. Perform related duties and responsibilities as required.

**QUALIFICATIONS**

**Deputy Treasurer I**

**Knowledge of:**

English usage, spelling, grammar and punctuation.  
Principles of mathematics.  
Basic principles and procedures of record keeping.

**Ability to:**

Learn to accurately tabulate, record and balance assigned transactions.  
Learn to operate a cash register, calculator, computer terminal and other office equipment.  
Type at a speed necessary for successful job performance.  
Understand and carry out oral and written instructions.

Communicate clearly and concisely, both orally and in writing.  
Establish and maintain cooperative working relationships with those contacted in the course of work.  
Maintain mental capacity which allows for effective interaction and communication with others.

**Ability to:**

Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:

*Sitting for extended periods of time*

*Operating assigned office equipment.*

Maintain effective audio-visual discrimination and perception needed for:

*Making observations*

*Communicating with others*

*Reading and writing*

*Operating assigned office equipment.*

**Experience and Training Guidelines**

*Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

**Experience:**

No experience required.

**Training:**

Equivalent to completion of the twelfth grade.

**Deputy Treasurer II**

In addition to the qualifications for Deputy Treasurer I:

**Knowledge of:**

Principles and procedures of record keeping.  
Modern office procedures, methods and computer equipment.

**Ability to:**

Accurately tabulate, record and balance assigned transactions.  
Operate a cash register, calculator, computer terminal, and other office equipment.  
Maintain a variety of records and files.  
Perform a wide variety of journey level duties in support of an assigned function.  
Meet schedules and time lines.

**Experience and Training Guidelines**

*Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

**Experience:**

One year of general clerical experience.

**Training:**

Equivalent to completion of the twelfth grade.

**WORKING CONDITIONS**

**Environmental Conditions:**

Office environment utilizing computers.

**Physical Conditions:**

Essential and marginal functions may require maintaining physical condition necessary for sitting for prolonged periods of time.