



## Treasurer Clerk *Job Description*

**Job Classification:** Exempt, Full-Time

**Work Schedule:** Varies

**Reporting Relationship:** County Treasurer

### **Primary Accountabilities:**

The Treasurer Clerk oversees the processing of titles on vehicles registrations, collection of motor vehicle fees for titles, renewal registrations and all motor vehicle transactions. Must possess excellent verbal and written communications, public relations and organizational skills.

### **Major Duties:**

- Provides receipts for tax payments to customers at the counter and through the mail.
- Balances drawers for both Motor Vehicle and taxes.
- Answers phone calls when needed.
- Processes titles, renewal registrations, web tags, duplicate titles and other miscellaneous items in MOVRs.
- Assists customers when they need to go to other offices.
- Advises when the inventory is low on items.
- Prepares tax statements for mailing.
- Prepares delinquent tax notices for mailing.
- Advises the rest of the staff of pending work on desk when taking time off.
- Works with lienholder statements and antique billing statements.
- Attends classes or webinars when directed by the County Treasurer.
- Performs any other duties as assigned by County Treasurer.

### **Qualifications:**

- Must possess three (3) to five (5) years of progressively responsible experience in administrative office work including bookkeeping, database management and customer service. Or must possess a combination of education, training and experience which provides the required knowledge, skills and abilities to perform the position duties and responsibilities.
- Must possess valid Kansas driver's license.
- Must pass background check and drug test.
- Must possess excellent verbal and written communication and organizational skills.
- Must possess knowledge of modern office procedures, methods and computer equipment.
- Must possess knowledge of document and correspondence writing and basic report preparation techniques.
- Must possess knowledge of pertinent federal, state and local laws, resolutions and ordinances as well as County policies and procedures.
- Applies and communicates County and Departmental policies and procedures to others.
- Must possess knowledge of recordkeeping methods and procedures with emphasis on attention to detail and accuracy.
- Must possess knowledge of record retention guidelines and best practices as well as open records statutes.



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- Must possess knowledge of use and operation of Microsoft Office Suite as well as other common and specialized office computerized software at an intermediate level.
- Assures accuracy of work through various proofreading and double-checking processes.
- Prepares professional correspondence, notices and reports in a clear and accurate manner.
- Works independently in the absence of supervision without going beyond scope of authority.
- Provides high quality customer service and maintains tact and courtesy in high stress situations.
- Maintains confidentiality of work and maintains confidential records.
- Communicates clearly and concisely, both orally and in writing.
- Establishes and maintains effective work relationships with those contacted in the course of work.
- Works the allocated hours of the position. Due to the volume, scope, size of staff and nature of public service this office provides, full-time regular attendance is essential.

### **Physical Demands:**

- Sustained movements of the wrists, hands and/or fingers in typing or otherwise working, primarily with the fingers rather than the whole hand or arm.
- Must possess good vision, good hearing and mental acuity in order to hold this position.

### **Work Environment:**

- This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, calculators, photocopiers, and fax machines/scanners.
- Frequent high mental, visual and aural concentration required.
- May require periodic travel.

### **Additional Duties:**

Additional duties and responsibilities may be added to this job description at any time. The job description does not state or imply that these are the only activities to be performed by the employee(s) holding this position. Employees are required to follow any other job-related instructions and to perform any other job-related responsibilities as requested by their supervisor.

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Employee Signature	Date	Supervisor Signature	Date
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