



Meagher County Treasurer's Office

Job Description

Assistant to the Treasurer

The County is an equal opportunity employer. The County shall, upon request, provide reasonable accommodations to otherwise qualified individuals with disabilities.

This job description is intended to reflect core areas of responsibility and the knowledge and skill set needed to complete those functions. This document is not intended to catalog each individual duty; employees are routinely called upon to address emerging employer requirements in alignment with individual work units and assignments of jobs. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer change.

Job Title: Assistant to the Treasurer **FLSA Status:** Non-Exempt Exempt

Department: Treasurer's Office **Reports to:** Treasurer

Requirement: Must be able to pass a federal background check.

Job Summary: Provide motor vehicle and property tax services as needed according to departmental policies and applicable laws. Provide assistance to the public in person and over the phone. Transferring phone calls to other departments as needed. Other office duties as assigned by the Treasurer.

Essential Functions (Major Duties or Responsibilities): These duties are the essential functions and are not all-inclusive of all duties that the incumbent performs.

- ❖ Process Motor vehicle title and registrations, verifying correct information is entered on forms and in the Merlin System. Obtaining necessary documentation and signatures.
- ❖ Accuracy in data entry and verifying all paperwork is accurate and complete.
- ❖ Maintain inventory for all Motor Vehicle products, including but not limited to, plates, stickers, tabs, forms, paper, and any office filing/inventory procedures.
- ❖ Communicate with public, dealerships, finance companies, and banks both verbally and in written communication.
- ❖ Process tax payments and miscellaneous receipts.
- ❖ Assist with end of day balancing, and filing.
- ❖ Assist with other office functions as directed by the Treasurer.
- ❖ Maintain high confidentiality in the Motor Vehicle Department.



Meagher County Treasurer's Office

Job Description

Assistant to the Treasurer

- ❖ Attend training as directed by the Treasurer

Physical Demands and Working Conditions: *The demands and conditions described here are representative of those the employee must meet to perform the essential functions of the job.*

- ❖ Frequent periods of sitting and standing.
- ❖ Work is performed primarily in an office environment.
- ❖ Must be able to lift a minimum of 15 pounds.

Knowledge, Skills, and Abilities:

- ❖ This job requires the ability to communicate effectively both verbally and in writing.
- ❖ Accurately process all payment transactions.
 - Verify checks are written out correctly and signed.
 - Verify credit card information is entered correctly
 - Verify cash accepted and count back change to customer
- ❖ Knowledge and skill in the use of various databases, software and computer systems. Ability to adapt and use new software and integrate changes as they occur.
- ❖ Ability to learn and apply regulations and laws as applicable.
- ❖ Experience with various office equipment. Computers, copiers, scanners, fax, and ten key for example.
- ❖ Excellent customer service skills.