

## **POSITION VACANCY**

**APPLICATIONS WILL BE ACCEPTED FROM *IN-HOUSE APPLICANTS ONLY* BEGINNING JANUARY 11, 2021 AND ACCEPTED UNTIL JANUARY 15, 2021.**

**APPLICATIONS FROM THE *GENERAL PUBLIC* WILL BE ACCEPTED BEGINNING JANUARY 16, 2021 UNTIL THE POSITION IS FILLED.**

**JOB TITLE: First Deputy, #10901**

**Date Posted: January 11, 2021**  
**Department: Treasurer**  
**Hours: 35.5 hrs./full-time**  
**Salary Range: \$18.90/hr.**

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Wayne County provides reasonable accommodation to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless the accommodation would cause an undue hardship.

Incumbent serves as First Deputy for the Treasurer's Department, responsible for collecting taxes and assisting the public.

### **DUTIES**

Greets and assists office visitors, responding to inquiries, collecting tax payments, entering data into computer, issuing receipts, and processing various permits and forms, including mobile home permits, inheritance tax forms and tax clearance forms.

Processes bankruptcy claims and Innkeepers tax payments and reports, monitoring documentation of bankruptcy cases presented to the Treasurer's Office and updating payments and reports accordingly. Prepares daily cash collection report for bookkeeper, balancing cash drawers, preparing daily deposit.

Supervises assigned staff, including orienting new staff in the department, reviewing position responsibilities on a regular basis, and updating supervisor and staff of organizational developments.

Performs various teller/administrative tasks, including preparing computer equipment for tax collections, conducting daily and bi-annual tax collections.

Performs bank deposit duties of Treasurer and/or Chief Deputy in their absence.

Attends meetings/conferences as required.

Review the State TS-1 tax bill for accuracy of all taxing, assessing, deduction and exemption

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information and variable material changes, static material and file validation prior to printing. Work as the go between for the tax billing printers and tax billing software personnel.

Check Invoice Cloud website for daily credit card transactions. Download the payment file to the PVD tax billing system & post the payments daily. Making sure all payments are posted correctly. Work closely with Invoice Cloud personnel to reconcile any differences.

Enroll taxpayers who qualify for the Tax Sale Installment Plan. This process includes calculating payment amounts, procuring and maintain their banking and personal information. We also have a regular installment payment program for those taxpayers who are not on the Tax Sale. The same basic process is done for them also.

Search Indiana Unclaimed for money & file claims.

Supervise office and make daily bank deposits when the Treasurer and Chief Deputy are gone.

Run future payment report after every collection to be sure all payments are applied correct. Transfer money if necessary, to active parcel or put in surplus.

Monitor tax payment and make any necessary Cash Modifications (payment corrections or moving money) to the PVD tax billing system when necessary, also make Correction of Error (billing error) corrections in the PVD tax billing system when necessary.

Performs related duties as assigned.

## **I. JOB REQUIREMENTS AND DIFFICULTY OF WORK:**

High School diploma or GED. Accounting and/or previous banking experience preferred.

Working knowledge of standard office practices and basic computer skills, and the ability to apply such knowledge to a variety of interrelated processes, tasks, and operations.

Knowledge of state laws pertaining to tax collections and ability to apply such laws accordingly.

Working knowledge of standard English grammar, spelling and punctuation, and ability to prepare written reports and financial statements as required.

Ability to properly operate a variety of standard office equipment, including computer, telephone, calculator, typewriter, money counter, check protector, postage meter, fax machine, and copier.

Ability to effectively communicate orally and in writing with co-workers, other County departments, Auditor, Assessor, mortgage companies, banks, realtors, attorneys, vendors, state officials, and the

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public, including being sensitive to professional ethics, gender, cultural diversities and disabilities.

Ability to provide public access to or maintain confidentiality of department information and records according to state requirements.

Ability to comply with all employer and department policies and work rules, including but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to supervise assigned staff, including orienting new personnel in the department, reviewing position responsibilities on a regular basis, and updating supervisor and staff of organizational developments.

Ability to analyze and evaluate data, make determinations, and present findings in oral or written form.

Ability to compute/perform arithmetic operations, such as calculating taxes and balancing cash drawer.

Ability to understand, memorize, retain and follow oral or written instructions.

Ability to file, post, mail materials, copy data from one document to another, and maintain organized files.

Ability to work alone with minimum supervision and with others in a team environment.

Ability to work rapidly for long periods, under time pressure, and on several tasks at the same time.

Ability to apply knowledge of people and locations.

Ability to plan and layout assigned work projects.

Ability to occasionally work extended hours and travel out of town for meetings, sometimes overnight.

Possession of a valid driver's license and demonstrated safe driving record.

## **II. RESPONSIBILITY:**

Incumbent performs a variety of standard and recurring duties with priorities determined by a formal schedule and seasonal deadlines. Assignments are guided by definite objectives using a variety of methods or procedures. Decisions are always determined by specific instructions or existing, well established policies and procedures. Errors in work are primarily detected or prevented through standard bookkeeping checks and supervisory review. Undetected errors could result in loss of money and/or inconvenience to other agencies or the public.

### **III. PERSONAL WORK RELATIONSHIPS:**

Incumbent maintains frequent contact with co-workers, other County departments, Auditor, Assessor, mortgage companies, banks, realtors, attorneys, vendors, state officials, and the public for purposes of providing information, rendering service, and instructing others.

Incumbent reports directly to Treasurer.

### **IV. PHYSICAL EFFORT AND WORK ENVIRONMENT:**

Incumbent performs a majority of duties in a standard office environment, involving sitting/walking at will, sitting for long periods, lifting/carrying objects weighing less than 25 pounds, close vision, bending/crouching/kneeling, handling/grasping/fingering objects, hearing sounds/communication, and speaking clearly. Incumbent occasionally works extended hours and travels out of town for meetings, sometimes overnight.

***APPLY AT: Wayne County Human Resources,***

***401 East Main Street, Richmond, IN 47374***

Online at: <http://www.co.wayne.in.us>

***Wayne County is an  
Equal Opportunity Employer***