

Clinton County, Iowa  
Job Description

Job Title: Deputy 2 Treasurer	Reports to: Deputy 1 Treasurer
Department: Treasurer	Pay Band: B24
Revision Date: 6/11/2024	FLSA: Exempt

**SUMMARY:** Serves as Deputy 2 to the Clinton County Treasurer and a member of the leadership team within the department as needed. Under general direction of the Deputy and Treasurer, provides informational and processing services to the public involving the recording of legal instruments and documents pursuant to section 331.552 through 331.559 of the code of Iowa. The work requires a high level of discretion and the application of administrative and business management skills. The position also requires a high level of customer service along with legal and business acumen. The Deputy 2 Treasurer will lead by example and display the behaviors and work ethic becoming of Clinton County, and the office of the Treasurer. The Deputy 2 Treasurer will be in training to be a Deputy and also help guide and lead clerks within the Treasurer's office and communicate with the Treasurer and Office Manager to ensure work is completed thoroughly, accurately, and efficiently.

**Essential Job Duties and Responsibilities:**

- Represent Clinton County and perform duties in an accurate, responsible, and trustworthy manner.
- Maintains a positive working relationship with the County Treasurer, the office staff, and public.
- In training to be a Deputy. If at any time the Treasurer feels the Deputy 2 is not progressing in his/her capacity to eventually become a Deputy, their Deputy 2 status will be evaluated and possibly rescinded.
- Ability to travel to the satellite office location as needed.
- Ability to utilize all Microsoft applications, scanners, calculators, fax machines, photocopiers, and multi-line telephones.
- Establish and maintain effective working relationships with co-workers, other departments, professional groups and members of the public.
- Provides guidance, instruction, direction, and leadership to the Treasurer staff for the purpose of achieving desired results.
- Participate in the proper recording of all documents. Provides and assigns daily direction of work/workflow. Supervise when Deputy is out and once able to do so.
- Provides coaching and direction to staff to resolve difficult customer transactions.
- Be responsible for opening and/or closing the office as a member of the team.
- Responsible for handling large sums of money.

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- Collects a variety of fees, verifying the proper amount(s) is paid and issuing receipts when applicable; submit documentation for reimbursement to various state entities.
- Issue and review titles, registrations, and license plates. Maintain appropriate inventory of supplies to complete transactions and keep printers functional.
- Process tax payments, special assessments, tax sale redemptions and balances daily work payments through the web, at the window and through the mail.
- Identifies and addresses any restrictions such as lien notations, insurance and other departmental holds against customer records; documents or releases such restrictions when appropriate.
- Assist in the direction and supervision of the Treasurer's office and staff in the delivery of services to the general public.
- Notarize documents for the general public.
- Act in the absence of the Treasurer and maintain functionality of the office.
- Prepare daily bank deposits. Deliver funds to the bank.
- Assist the Treasurer with State and/or Independent audit.
- Handles confidential public information with discretion.
- Ability to work within deadlines and remain positive and professional to both those within the office and others outside of the County Treasurer's office.
- Organize and prioritize multiple tasks and competing priorities.
- Performs clerical duties such as typing, filing, sorting, stamping and photocopying.
- Performs other duties as assigned.

### **Minimum Qualifications Requirements - (Education and Experience):**

High School Diploma/GED Required. Sufficient years of related practical experience in processing large sums of money, car titling, taxation, customer service or document processing work.

### **Minimum Qualifications – (Knowledge, Skills and Abilities):**

- Knowledge of County and Treasury policies and Iowa Code.
- Ability to organize and prioritize multiple responsibilities and competing priorities by being flexible to meet demands of office changes.
- Ability to proficiently perform all duties of a Treasurer's office clerk 2 including electronic titling.
- Ability to establish and maintain effective working relationship with co-workers, other departments, professional groups and the public.
- Detail oriented in presentation of documents, reports, lists and correspondence.
- Ability to accurately enter information into spreadsheets and complete deposits and balancing with precision and in a timely manner.

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- Ability to interact with a variety of people, some in emotionally stressful situations.
- Ability to uphold a positive image of the Clinton County Treasurer's office.

### Language Skills:

- Ability to read and comprehend general business and legal documents.
- Ability to effectively present information and respond to questions from groups of law enforcement officials and the general public.
- Ability to effectively communicate with staff and public, via digital, telephone, or verbal methods.
- Ability to draft resolutions to complete tasks as it relates to the Treasury Office.
- Ability to utilize ARTS and Tyler Technologies software and train new employees as needed.

### Mathematical Skills:

- Ability to add and subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Ability to transcribe information into spreadsheets and verify balancing.
- Ability to accurately make change.
- Perform balancing duties with high levels of accuracy.

### Reasoning Ability:

- Ability to solve practical problems and deal with unique situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to maintain confidentiality and security of law enforcement information as appropriate.

### **Work Environment:**

- Noise – Moderate (example: business office with computers and printers, light traffic)
- Ability to work at times within stressful and confidential situations.
- Working with the public can cause exposure to unpredictable smells for example: perfume, smoke, body odor.
- Willingness to travel for training and professional development opportunities as needed.

### **Physical Demands:**

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- Standing or being stationary – Approximately less than 1/3 of on-the-job time.
- Walking or traversing – Approximately less than 1/3 of on-the-job time.
- Sitting or being stationary – Approximately greater than 2/3 of on-the-job time.
- Use of hands to finger, handle or feel or otherwise operate, activate, use, prepare, inspect, place, detect, or position items– Approximately greater than 2/3 of on-the-job time.
- Reaching with hands and arms or otherwise secure objects at a distance – Approximately less than 1/3 of on-the-job time.
- Stoop, kneel, crouch, crawl or otherwise position ones self to move – Approximately less than 1/3 of on-the-job time.
- Weight lifted/force exerted – Occasionally requires lifting objects up to 25 pounds.
- Vision – Most tasks require the ability to perceive and discriminate colors or shades of colors, sounds, depth, texture, and visual cues or signals.
- Talking/Hearing or otherwise communicate, detect, converse with, discern, convey, express oneself, exchange information – Approximately greater than 2/3 of on-the-job time.

### **Certificates, Licenses, Registrations:**

- Valid Driver's License

### **Supplemental Information:**

- Clinton County is an EEO employer and will engage in the interactive process where necessary to determine if a reasonable accommodation can be implemented to permit any person to perform the essential functions of the job.

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.

Employee Signature: \_\_\_\_\_

Employee Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_