

ROUTT COUNTY

POSITION TITLE: Public Trustee Deputy Treasurer/Administrative Assistant IV

Revised: June 1999, April 2006; June 2014, March 2019

FAMILY: Clerical/Secretarial/Administrative

SCALE: Admin Assistant IV

DEPARTMENT: Treasurer

FLSA STATUS: Non-Exempt

APPROVED: Deputy County Manager

DATE: March 2019

SUMMARY OF POSITION:

Receives tax payments, provides tax information to the public over the counter, by telephone and by e-mail, files daily work documents, and performs special projects as assigned. Assists Public Trustee with day to day operations.

ESSENTIAL FUNCTIONS:

General Office Duties

- Assists walk-in and telephone customers. Assists customers with tax payments, deposits, copying and researching of records. Provides information on taxes, releases, Certificates of Taxes Due, redemptions, Treasurer Deeds and foreclosures.
- Processes mail.
- Works with other employees of the Treasurer's office on special projects.
- Archives documents per state approved retention schedule.
- Performs other job-related duties, including cleaning the office, as required.

Deputy Treasurer Duties

- Processes tax payments and addresses changes in Tyler Eagle. Balances payments to tax receipts. Calculates penalty, interest and balances due. Mails and files receipts. Researches, collects and processes delinquent taxes. Completes periodic mailing of tax notices and special assessments.
- Works with taxpayers to resolve problems encountered with the website
- Prepares Certificates of Taxes Due.
- Assists in organization and completion of annual tax lien sale.
- Balances daily till in Tyler Eagle; troubleshoots discrepancies.
- Scans daily checks into Wells Fargo.
- Receives and verifies MUNIS deposits from other county departments. Reviews and approves level 20 MUNIS payment batches; confirms back-up and verifies cash accounts.
- Prepares daily bank deposit; including verifying total cash/checks.
- Carries out bank account reconciliation.

Deputy Public Trustee Duties

- Provides service and education regarding foreclosure proceedings.
- Assists in all aspects of the foreclosure process.
- Reviews, accepts, and processes new foreclosure filings ensuring compliance with Colorado State Statute and meeting all statutory deadlines.
- Balances daily till in Tyler Eagle; troubleshoots discrepancies.
- Point of contact for Law Firms for Foreclosure proceeding.
- Prepares for and provides backup for conducting weekly foreclosure sale.
- Reviews, accepts, and processes requests for releases of deeds of trust; paper releases and Simplifile.
- Reviews, accepts, and processes payments for cures, withdrawals, deposits and releases.

- Manages GTS database for Foreclosures.
- Processes mailings of foreclosure documents and fields questions relating to Public Trustee functions.

EDUCATION, TRAINING AND EXPERIENCE LEVEL:

High school diploma or GED, plus one to two years of related experience, or a combination of education, training, and experience which provides the knowledge, skills and abilities required for the job. Experience in Governmental Bookkeeping/Accounting preferred but not required.

LICENSES AND CERTIFICATIONS:

Valid Colorado Drivers License in order to operate a County vehicle.

TECHNICAL SKILLS:

- Ability to pay close attention to detail, accuracy and neatness.
- Ability to maintain a cooperative relationship with other staff members and the general public.
- Ability to compose routine correspondence.
- Ability to be organized and follow directions.
- Ability to move from one project to another, and then return to the original project as required by deadlines.
- Requires strong word processing and computer skills in Microsoft Office products including Word, Excel, and Outlook, as well as navigating a Windows based computer system and the Internet. Must have the ability to learn specialized departmental software within 3-6 months of hire date.
- Knowledge of general office procedures and office machines.
- Ability to learn metes and bounds land descriptions.
- Ability to respond appropriately to angry taxpayers and customers, and ask for help when necessary.

WORKING ENVIRONMENT AND PHYSICAL EFFORT:

Office environment requiring both desk and counter work. Physical effort needed to reach records stored in high places and lift them down. Some potential for stress from irate taxpayers and a risk of potential robbery. See accompanying Essential Job function and Physical Demands Checklist.

ORGANIZATIONAL RELATIONSHIPS:

Reports to Treasurer and Chief Deputy Treasurer.

COMMUNICATIONS:

Communicates with other County departments and general public including real estate agents, title companies, bank personnel, city employees, postal workers, attorneys, property owners and other Colorado county treasurer employees