

This is a request to reclassify the Treasurer Administrative Assistant/Admin III to Treasurer Administrative Assistant/Admin IV.

The Treasurer's Office is being restructured to better serve the citizens of Routt County and increase the functionality of our local government. The reclassification of current positions is the first task of many tasks required to achieve this goal. The job descriptions in the Treasurer's Office have been rewritten to include duties and responsibilities that are more closely aligned with the current duties and needs of the office.

In 2017, this position was created as an Adin III Temp. It continues to be critical that this position be filled so that the office is able to meet deadlines and complete work associated to these expectations. The type of duties performed have increased and over time there have been additions to the level of duties and responsibilities. The current tasks performed by this position will continued to increase in scope and depth as the office is transformed to provide a higher level of service.

This position was previously approved for the following duties:

- Assists walk-in and telephone customers. Assists customers with tax payments, deposits, change checks, copying and researching of records. Provides information on taxes, releases, Certificates of Taxes Due, redemptions, public trustee information.
- Enters tax payment data into computer. Records tax receipts and address changes. Does extensive research on all returned mail, in order to determine good addresses for owners. Inputs data into automated accounting system. Balances payments to tax receipts. Calculates penalty, interest and balance due. Mails and files receipts. Researches, collects and processes delinquent personal taxes, mobile home taxes, new owner's taxes and tax liens. Completes periodic mailing of delinquent tax notices and special assessments. Completes mailings of public trustee notices.
- Prepares Certificates of Taxes Due.
- Helps organize yearly tax sale.
- Balances daily cash intake and prepares deposit.
- Mailing Treasurer Deed Notices and Public Foreclosure Notices
- Maintaining records destruction and archive needs
- Inter-County department projects and research

The current position performs an addition of these duties:

#### General office Duties

- Assist walk-in and telephone customers. Assist customers with tax payments, deposits, copying and researching of records. Provide 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.
- Archive documents per state approved retention schedule.
- Perform other job-related duties, including cleaning the office, as required

### Deputy Treasurer Duties:

- Processes tax payments and address changes in Tyler Eagle. Balance payments to tax receipts. Calculate penalty, interest and balance due. Mail and file receipts. Research, collect and process delinquent taxes. Complete periodic mailing of tax notices and special assessments.
- Works with taxpayers to resolve problems encountered with the website
- Prepare Certificates of Taxes Due f
- 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 MUNIS deposit; including verifying total cash/checks.
- 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.
- Manage GTS database for Foreclosures.
- Processes mailings of foreclosure documents and fields questions relating to Public Trustee functions.

Current staffing levels have required compensatory time accrual to meet workloads and without additional assistance the impacts of the implementation of Tyler Munis have place additional pressure on staff. In order to achieve the Treasurer's goal of being completely up to date on banking duties it is crucial to hire a staff of a qualified skill level to preform and complete day to day tasks.

While implementation of the Tyler Munis software should not continue to impact the Treasurer and Public Trustee office, there are numerous projects and desired process enhancements that need to be completed to get the office efficient and back on track while providing the level of service Routt County would expect to serve our citizens. Additionally, funding this position allows the Treasurer's office to meet 3 of Routt County's Core Values; Effectiveness, Efficiency and Fiscal Responsibility

I recommend approval for the reclassification of the Treasurer Administrative Assistant/Admin III to Treasurer Administrative Assistant/Admin IV full time position.