



**POSITION DESCRIPTION
VILAS COUNTY**

SECTION I: GENERAL INFORMATION

DRAFT <input checked="" type="checkbox"/>	FINAL <input type="checkbox"/>
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Position Title: LTE	Department: Treasurer
Immediate Supervisor's Position Title: Vilas County Treasurer	FLSA Status/Pay Classification Code:
Original Description Date:	Revised Date: April 20, 2020
Oversight Committee: Finance and Budget	Approved Date:
Approved by:	Approved Date:

Job Summary: This position performs basic bookkeeping, record keeping and data entry functions. Assignments fall with clearly defined parameters. Office procedures are governed by State Statute. Duties also include acting as back-up for other positions within the department.

SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Answers the telephone and assists customers at counter, provides information on taxes, assessments, descriptions and other land records information.
2. Receives and receipts monies received from all sources belonging to the County and posts to various ledgers and journals.
3. Assists Deputy Treasurer with bank reconciliation.
4. Opens mail and process real estate tax payments.
5. Close out and balance tax and general cash drawers.
6. Assist with Lottery Credit maintenance on properties meeting this requirement as directed per the Wisconsin Department of Revenue.
7. Assist the County Treasurer with various reports and listings.
8. All other duties assigned.

SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS:

A. Education/Knowledge:

<input checked="" type="checkbox"/> High School Diploma or Equivalent		Major Field of study or emphasis: Accounting, bookkeeping and business math.
<input type="checkbox"/> 2 Year College Degree	<input type="checkbox"/> Required <input type="checkbox"/> Preferred <input type="checkbox"/> N/A	
<input type="checkbox"/> 4 Year College Degree	<input type="checkbox"/> Required <input type="checkbox"/> Preferred <input type="checkbox"/> N/A	
<input type="checkbox"/> Other:	<input type="checkbox"/> Required <input type="checkbox"/> Preferred <input type="checkbox"/> N/A	

B. Licensure/Certification:

<input checked="" type="checkbox"/> Required	<input type="checkbox"/> Preferred	<input type="checkbox"/> N/A

C. Required Work Experience:

<input checked="" type="checkbox"/> In addition to Education/Licensure	<input type="checkbox"/> Instead of Education/Licensure

SECTION IV: ESSENTIAL SKILLS REQUIRED TO PERFORM POSITION:

- Must be knowledgeable of general office procedures.
- Ability to maintain accurate and complete records and prepare clear and detailed reports.
- Ability to use office equipment including a demonstrable aptitude on a calculator.
- Knowledge of computer hardware, software and accessories including the ability to create and maintain computer-based spreadsheets using Microsoft Excel.
- Exceptional interpersonal communication skills.
- Ability to read and interpret documents.
- Ability to apply common sense understanding to carry out detailed written or oral instructions.
- Ability to work well under pressure and be able to meet deadline.
- Must possess good verbal and written communication skills.
- Ability to evaluate situations and make good independent decisions and exhibit initiative and discretion.

SECTION V: PHYSICAL REQUIREMENTS & WORKING CONDITIONS:

SECTION VI: RESPONSIBILITY FOR SUPERVISION OVER THE FOLLOWING POSITIONS:

Titles of Positions Supervised:	# of Employees:
n/a	

SECTION VI: JOB DESCRIPTION APPROVAL:

This position description reflects an accurate and complete description of the duties and responsibilities assigned to the position:

Employee Signature:	Date:
Supervisor Signature:	Date:
Human Resources Signature:	Date:

VILAS COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

This position description is intended to describe the general nature and level of work being performed by the person assigned to this job. It is not intended to be an exhaustive list of all responsibilities, duties and a skill required of the person so classified and may be subject to change by the County without notice.