



# LARAMIE COUNTY

## JOB DESCRIPTION

**TITLE:** Chief Deputy County Treasurer

**FLSA:** Exempt

**DEPARTMENT:** Treasurer

**REVISED:**

**Summary:** Under limited direction, assists in supervising, planning and coordinating the activities of the Laramie County Treasurer's Office; provides complex staff assistance to the County Treasurer.

**Essential Job Functions:** *(Essential function, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class.)*

- Selects, monitors, motivates and evaluates assigned staff; provides or coordinates staff training; assigns tasks and projects; monitors workflow.
- Develops and implements internal control policies and procedures for the office.
- Provides assistance with coordinating operational, organizational and staffing activities for the office; coordinates special projects as required; performs duties of office staff as needed.
- Performs complex accounting duties including managing/coordinating special funds and accounts, reconciling bank statements, and supervising the maintenance of the chart of accounts.
- Participates in the development and implementation of goals, objectives and priorities for the office; identifies resource requirements; creates and maintains policy and training manuals.
- Identifies opportunities for improving service, delivery methods and procedures; consults and assists in developing/modifying computer programs; implements and trains staff in relation to changes.
- Assumes responsibilities of the County Treasurer in his/her absence; represents the Treasurer at Local and Statewide meetings as required.
- Serves as an information source in relation to County policies, procedures, operations and activities; researches statutes and answers questions from employees, other County departments, outside agencies, and the general public.
- Provides general supervision to all Treasurer Office supervisors and employees; interprets, administers and ensures applicable State and Federal statutes are followed.
- Process and maintains bankruptcy cases involving property and sales tax debts including filing claims, monitoring cases, maintaining files, and attending bankruptcy hearings to testify when necessary.
- Coordinates, performs and reviews the yearly conversion of each area of the Treasurer's Office including motor vehicle, property tax, and accounting.
- Performs other duties as assigned or required.
- Is appointed by and serves at the discretion of the elected official.



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### **Knowledge and Skills:**

- Knowledge of all aspects of Treasurer's Office activities and functions.
- Knowledge of laws, statutes and regulations applicable to Treasurer's Office operations.
- Knowledge of accounting functions, processes, and standards.
- Knowledge of activities in relation to processing bankruptcy cases.
- Knowledge of yearly conversion processes and activities.
- Knowledge of supervisory principles, practices, and methods.
  
- Skill in planning and coordinating Treasurer's Office operations and activities.
- Skill in providing highly complex staff assistance to the County Treasurer.
- Skill in interpreting and administering departmental and State rules, regulations and statutes.
- Skill in serving as an information source in relation to County policies and procedures.
- Skill in coordinating activities with other departments/divisions, outside agencies and the general public.
- Skill in effectively supervising, leading, and delegating tasks and authority.

### **Minimum Qualifications:**

Associate's Degree in Business Administration, Public Administration, Political Science or a related field; and five (5) years experience working in a treasurer's office; or equivalent combination of education, training and experience. Must be bondable. Must have a valid driver's license.