

## **JOB OPENING**

**WHERE: CASSIA COUNTY TREASURER'S OFFICE**

**POSITION: DEPUTY TREASURER**

**HOURS: MONDAY – FRIDAY, 8:30 A.M. - 5:00 P.M.**

**SALARY: \$13.00 - \$15.00 PER HOUR, DOE**

The Cassia County Treasurer's Office is looking for a candidate to fill a position of Deputy Treasurer.

Interested applicants must either complete the fillable application (preferable) from the Cassia County website:

<https://www.cassiacounty.org/employment-opportunities>

or obtain a copy from the Treasurer's Office at the following location:

Cassia County Courthouse  
1459 Overland Ave. Room #102  
Burley, ID 83318

All applications must be complete to be considered. Please submit the application along with a resume by email to:

[Treasurer@CassiaCounty.org](mailto:Treasurer@CassiaCounty.org) no later than May 20, 2019.

All qualified candidates will be given reasonable accommodations and if selected will be notified when and where interviews will be held.

**Department:** Treasurer Office  
**Job Title:** Deputy Treasurer  
**Supervisor:** County Treasurer  
**FLSA Status:** Non-Exempt

**JOB SUMMARY:**

Full-Time (37.50 hours per week) position with Cassia County, to assist with various functions of the Treasurer's Office. Primary duties will include general administrative and complex clerical duties related to the Treasurer as well as Tax Collector and other duties assigned by the Treasurer. Work hours are 8:30 a.m. - 5:00 p.m. Monday through Friday.

**EDUCATION AND EXPERIENCE**

1. High School Diploma or equivalent.
2. Minimum of two years of previous related work experience.
3. Citizen of the United States.
4. Must not have any felony convictions or convictions that would be considered to be a felony in the state of Idaho. Withheld Judgments on felony convictions must be disclosed in the application process and will be considered on a case-by-case basis.

**KNOWLEDGE, SKILLS AND ABILITIES**

1. Ability and willingness to follow written and oral directions from coworkers and supervisors.
2. Ability to work independently, prioritize and meet deadlines with little supervision.
3. Ability to communicate and work effectively, orally and in writing, while being congenial with the public and coworkers.
4. Proficient in the use of standard office equipment, computers, and Microsoft Office Products.
5. Proficient in clerical duties, bookkeeping, organization and cashier skills.
6. Perform with a high degree of thoroughness and accuracy.
7. Capable of creating, using and maintaining a wide variety of records within the department.
8. Language, mathematical, judgment/reasoning, and oral and written communication skills.

**ESSENTIAL FUNCTIONS:**

1. Balance and prepare deposit of daily money from County departments.
2. Balance County Banking Accounts.
3. Compile and balance monthly Treasurer and Tax Collector reports.
4. Prepare tax bills including updating information.
5. Collect and balance payments including computing penalty and interest as needed.
6. Attempt collection of delinquent tax bills including Tax Deeds and Warrants of Distrain.
7. Code tax bills for payment by mortgage companies.
8. Other duties as assigned.

**PHYSICAL DEMANDS AND WORK ENVIRONMENT:**

1. Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to discern verbal instructions and communicate effectively with others.
2. Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to comprehend written work instructions, technical documents, and review maps, diagrams and other documents.
3. Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate standard office equipment.
4. Sufficient body mobility, flexibility, and balance to work in an office environment which requires sitting for long periods of time.
5. Will involve possible interaction with individuals in a variety of settings, including sometimes difficult and adversarial circumstances.
6. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

*The above is intended to describe the general content of and requirements for the performance of the position. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements for the position.*

**Submit Cassia County Job Application and Resume to:**

**[Treasurer@CassiaCounty.org](mailto:Treasurer@CassiaCounty.org)**

**or Cassia County Courthouse  
1459 Overland Ave., Room# 102  
Burley, ID 83318**

**no later than 5:00 p.m. May 20, 2019.**