

# SANDUSKY COUNTY

An Equal Opportunity Employer

## POSITION DESCRIPTION

<b>Agency:</b>	Treasurer's Office	<b>Unit:</b>	
<b>Name:</b>		<b>Position Title:</b>	Lead Deputy Treasurer
<b>Class Title:</b>	Lead Deputy Treasurer	<b>Class Number:</b>	15116

<b>Dept./Div.:</b>	Treasurer	<b>Civil Service Status:</b>	Unclassified
<b>Reports To:</b>	Treasurer	<b>Employment Status:</b>	Full - time
<b>Pay:</b>	Resolution	<b>FLSA Status:</b>	Non-exempt

**QUALIFICATIONS:** An example of acceptable qualifications:

Completion of secondary education with thorough knowledge of general accounting or bookkeeping; advanced training or (4) years experience in typing, computer data entry, office practices or equivalent combination.

**LICENSURE OR CERTIFICATION REQUIREMENTS:**

Must possess a valid Ohio driver's license with an acceptable driving record.

**EQUIPMENT OPERATED:** The following are examples only and are not intended to be all-inclusive.

Computer, printer, copy machine, facsimile machine, telephone, calculator, typewriter, credit card machine.

**INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING**

**CONDITIONS:** For purposes of ORC 4167.

The employee is exposed to, use or work with or in the vicinity of general office equipment, noise, lighting, eye strain, ergonomics, electrical hazards, trip hazards, exits, stairways, ramps, shelving, portable fire extinguishers and the general public, including emotionally distraught individuals.

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. The Essential Functions of the position identified on subsequent pages are for purposes of 42 USC 12101. My signature below signifies that I have reviewed and understand the contents of my position description and I can perform all the essential functions of this position description.

\_\_\_\_\_  
(Approval of Appointing Authority)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Employee Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Employee Printed Name)

# SANDUSKY COUNTY

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## POSITION DESCRIPTION

**Agency:** Treasurer's Office  
**Name:**  
**Class Title:** Lead Deputy Treasurer  
**Supervisor's Title:** Treasurer  
**Supervises:**

**Unit:**  
**Position Title:** Lead Deputy Treasurer  
**Class Number:** 15116  
**Number:** N/A

### JOB DESCRIPTION AND WORKER CHARACTERISTICS:

#### JOB DUTIES: In order of importance

#### ESSENTIAL FUNCTIONS OF THE POSITION: (\* indicates developed after employment)

30% (1) Under the authority of, or in the absence of the County Treasurer, provides direction and ensures work complies with organizational standards; assist in resolving problems/complaints; communicates department policies and procedures. Reviews and analyzes work of subordinate personnel; trains and instructs subordinate personnel. Assist Treasurer coordinating office functions.

**Knowledge of:** (a); \* (b); \* (d); (n).  
**Ability to:** (f); (h); (i); (j); (k); (l); (s); (x); (z).

25% (2) Maintains records of tax payments and delinquencies; prepares reports of tax collections, delinquencies and other receipts; maintains records of disbursements; reconciles daily collections to ledgers; reconciles monthly reports to Auditor's reports. Processes incoming payments by mail and receives payments over the counter. Assists members of the public with inquiries and special problems.

**Knowledge of:** (a); \* (b); \* (m); (n).  
**Skill in:** (o); (p); (q).  
**Ability to:** (i); (l); (r); (s); (x); (z).

20% (3) Assists in recording property transfers and changes for data processing and taxing purposes. Prepares tax statements for real estate, mobile home and other taxing purposes, distributes taxes by mail.

**Knowledge of:** (a); \* (b); \*(n).  
**Skill in:** (o); (p); (q).  
**Ability to:** (s); (x); (y); (z).

