



CLASS SPECIFICATION

Class Code: 60000319
Date Established: 07/1978
Last Reviewed: 10/2022
Last Revised: 10/2022
Last Title Change:
FLSA: exempt
Probation: 12 months

ASSISTANT CHIEF DEPUTY TREASURER

DEFINITION

Under general direction, plans, organizes and supervises an assigned area of County Treasurer functions and operations; performs property tax billing, accounting and documentation work related to the receipt, deposit, and disbursement of county monies; and performs related work as required.

EXPERIENCE AND TRAINING REQUIREMENTS

A bachelor's degree from an accredited college or university in accounting, finance or closely related field AND four years of full-time accounting, bookkeeping, and fiscal records maintenance experience, to include two years of full-time supervisory experience; OR an equivalent combination of education and experience.

LICENSE OR CERTIFICATE

A valid driver's license may be required at the time of appointment.

DISTINGUISHING CHARACTERISTICS

This is the second full supervisory level in the Deputy Treasurer job classification series and has the authority to make decisions on behalf of the Treasurer and the Chief Deputy Treasurer in their absence. This job has responsibility for planning, supervising, and directing technology related activities of the County Treasurer's Office, as well as performing assignments regarding the billing, collection, accounting, apportionment of property taxes and investments.

SUPERVISION EXERCISED

Exercises direct supervision over staff.

EXAMPLES OF DUTIES *(The following is used as a partial description and is not restrictive as to duties required.)*

Plan, organize and direct an assigned area of the Treasurer's Office functions and activities.

Supervise assigned staff, which includes staff selection; assigning, scheduling, and reviewing work; providing training in proper work methods and procedures; providing professional development, coaching, and mentoring; writing performance evaluations; and implementing discipline and conflict resolution procedures when necessary.

Analyze new legislation and regulations, determine the impact, recommend, and implement required changes to Treasurer's tax billing and collection software programs to ensure compliance with same.

As a secondary backup to the Treasurer and Chief Deputy, ensure ample funds are in the County's bank account to cover expenses and transfer money as necessary.

Analyze and determine cash flow needs and make investments of excess monies under the Treasurer's jurisdiction and make recommendations regarding investment opportunities, as needed.

Analyze and recommend departmental software needs in conjunction with the development/upgrade of current equipment/systems and/or the acquisition of new systems.

Conduct tax revenue distribution activities; including balancing accounts, providing reports and communicating with outside agencies.

Meet with representatives of other county departments and outside agencies to identify needs, design work processes, and develop policies and procedures for property tax billing, distributions, and credit card acceptance.

Balance daily cash receipts and create daily report, monitoring, and verifying all transactions; oversee annual field audit of County cash finds handling procedures to verify in compliance with established procedures.

Supervise the reconciliation of bank, general ledger, cash, daily cash management and investment revenues.

Serve as liaison with the public, committees, boards, groups, and associations.

Liaise with outside agencies and other county departments such as Technology Services, Assessor's Office, Budget Division, Fire Districts, Cities of Reno and Sparks, and the Nevada State Department of Taxation to assure the reliability of the database and to meet the changing programming and reporting needs.

Conduct research; compile information and statistics for county, outside agencies and regional partners. Prepare and deliver in writing or orally, reports and analysis of data as required for internal use or to external customers/agencies; prepare special reports based on research and analysis of proposed legislative concerns.

Monitor quality/accuracy of data in the property tax system. Establish procedures for creating quality, consistent data.

Coordinate with team leaders to ensure efficient workflow in the office.

Serve as a member of the Administrative Team in the Treasurer's Office, planning and implementing changes to policies and procedures based on changes in workload, staffing levels, in response to new or changes in statute, federal laws or County ordinances.

Ensure that assigned personnel perform duties and responsibilities in a safe and prudent manner that does not expose them or others to unnecessary harm or risk of on-the-job injury; ensure that staff performs duties in a manner that complies with all laws, regulations, codes and policies.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Full Performance *(These may be acquired on the job and are needed to perform the work assigned.)*

Knowledge of:

Treasurer's Office operational policies and procedures, including real property and personal property tax billing and collection and special assessment collections.

Countywide personnel policies, county code and Treasurer's Office policies.

Advanced knowledge of computer software specific to the department/division.

Government securities investment policies and procedures.

Statutes regulating the functions and reporting requirements for the Treasurer's Office.

Ability to:

Plan, coordinate and direct an assigned area of County Treasurer's Office operations and functions to accomplish established goals and objectives and optimize efficiency.

Supervise and evaluate the work of assigned staff.

Analyze operational procedures and evaluate their efficiency and effectiveness.

Entry Level *(Applicants will be screened for possession of these through written, oral, performance or other evaluation methods.)*

Knowledge of:

Governmental accounting control procedures.

Accounting principles and practices and complex financial recordkeeping procedures.

Principles and practices of supervision, training and staff evaluation.

Office management methods and procedures.

Ability to:

Perform a wide variety of complex and specialized administrative and fiscal support work for the Washoe County Treasurer's Office.

Interpret, explain, and apply a variety of County Treasurer's Office policies, rules, procedures and regulations.

Assist the County Treasurer with the investment and cash management of County funds.

Analyze, recommend, develop, and modify financial recordkeeping procedures.

Maintain or supervise the maintenance of tax records and formulate statistical accounting reports on tax matters.

Gather, organize, analyze, and present a variety of data and information.

Prepare clear, concise, and accurate records and reports.

Communicate effectively, both orally and in writing.

Maintain and foster effective working relationships with staff, representatives of other departments, agencies and vendors.

Effectively represent the County Treasurer's Office in responding to inquiries, providing assistance, and dealing with concerns from the public, community organizations, other County staff, other government agencies and vendors.

SPECIAL REQUIREMENTS *(Essential duties require the following physical skills and work environment.)*

Ability to work in a standard office environment. Ability to lift and move objects weighing up to 10 lbs. Ability to use office equipment including computers, telephones, calculators, copiers and FAX machine.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards.