



CLASS SPECIFICATION

Class Code: 60000322
Date Established: 07/1975
Last Reviewed: 10/2022
Last Revised: 10/2022
Last Title Change:
FLSA: non-exempt
Probation: 12 months

DEPUTY TREASURER

DEFINITION

Under general supervision, is responsible for the oversight of delinquent tax collections while ensuring all regulatory requirements are met; and performs related work as required.

EXPERIENCE AND TRAINING REQUIREMENTS

A bachelor's degree in accounting, finance, or a closely related field AND three years of full-time accounting, bookkeeping, collections, and fiscal records maintenance experience, to include one year 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.

SUPERVISION EXERCISED

Exercises direct supervision over support staff.

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

Supervise an assigned area of Treasurer's Office functions and operations.

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.

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, shortage of staff, and changes in statutes, federal laws, or County ordinances.

Responsible for the apportionment of tax revenues/refunds related to personal property tax collections, net proceeds of mines, private car lines, construction work in progress, and other areas as assigned.

Ensure all regulatory requirements are met for Treasurer's office collection activities

Audit the research compilation of the documentation and records determining property ownership, tax status, asset location to begin the delinquent tax collection process

Compile data from multiple sources for the annual real property delinquent notices in compliance with NRS and the mid-year delinquent notices; coordinate the printing and mailing notices.

Initiate legal action for property seizure; confer with legal staff, prepare appropriate notices, and ensure that such written notices are distributed correctly; implement property seizure procedures.

Arrange real and personal property tax auctions; contact public agencies for review of sale list, submit agenda item to BCC for approval of tax sale and applications from public agencies parcel requests, in compliance with NRS. Report the status of the tax sale parcels to the Treasurer.

Prepare a variety of written materials including reports to the Board of County Commissioners and the County Clerk in compliance with County Code.

Arrange special assessment delinquent auctions, prepare, and record certificates of sale and certificates of release.

Review special assessment certificate demands for deed presented to the County and other City agencies for accuracy and if applicable execute quitclaim deeds per NRS.

Sign checks as needed for payroll, revolving fund, and the Treasurer's general account; sign the Treasurer's certification on maps that will be recorded for subdivisions and lot line adjustments to verify taxes have been paid prior to a parcel change.

Balance the Treasurer's Office records to the general ledger for holding accounts and prepare correcting journal entries as required.

Prepare quarterly statistical reports regarding personal property taxes collected, mobile homes seized and sold, and commercial accounts filed in court.

Research bankruptcies to determine if outstanding tax liabilities exist, file appropriate claims with bankruptcy court, monitor cases to see if they have been converted or dismissed, and monitor payment of post-petition debt.

Assist in the preparation of secured and unsecured property tax billings as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

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

Knowledge of:

Accounting policies, methods, and procedures used in Washoe County.

Computer software specific to the department/division.

Departmental/division policies and procedures.

Nevada Revised Statutes related to County Treasurer functions and operations.

Bankruptcy procedures.

Government budgeting.

Ability to:

Effectively supervise, develop, and mentor assigned staff.

Use department computer software in financial analysis and development of financial reports.

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

Knowledge of:

General accounting theory, principles, and practices, and their application to a variety of accounting transactions and problems.

Principles and practices of government accounting.

Development and maintenance of tax and revenue records.

Principles and practices of supervision, training, and staff evaluation.

Financial software programs.

Ability to:

Perform a variety of complex financial and accounting analysis.

Prepare a variety of reports and documents in a clear, concise manner, using correct grammar and word usage.

Compute mathematical calculations quickly and accurately.

Interpret, explain, and apply a variety of policies, rules, procedures, and regulations.

Gather, organize, analyze, and present a variety of data and information in both written and oral formats.

Analyze, develop, and modify financial recordkeeping procedures.

Operate complex fiscal software.

Communicate effectively, both orally and in writing.

Establish, foster, and maintain effective and collaborative working relationships with all those contacted in the course of work.

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

Ability to work in a standard office environment.

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