



**Chief Deputy Treasurer**  
County Treasurer

Position # : TRO 703  
FLSA: Exempt  
Grade: 19

**JOB SUMMARY**

This position directs the day-to-day administrative functions of the Treasurer's Office.

**MAJOR DUTIES**

- Directs daily office operations; prioritizes and assigns work.
- Processes abatements and issues credits/refunds; verifies registration status; balances monthly abatement reports.
- Reconciles a variety of bank accounts.
- Reviews delinquent tax accounts for wage/bank lien eligibility and prepares required documentation; sends collection letters for returned checks; applies administrative fees.
- Works with vendor to prepare personal property and real estate bills; posts mortgage payments and credit card transactions.
- Performs the duties of the Treasurer in his or her absence as assigned.
- Performs related duties.

**KNOWLEDGE REQUIRED BY THE POSITION**

- Knowledge of taxation guidelines.
- Knowledge of Treasurer's Association of Virginia guidelines.
- Knowledge of county and department policies and procedures.
- Knowledge of computers and job-related software programs.
- Skill in the provision of customer services.
- Skill in the preparation of reports.
- Skill in management and supervision.

- Skill in public relations.
- Skill in oral and written communication.

#### SUPERVISORY CONTROLS

The Treasurer assigns work in terms of very general instructions. The supervisor spot-checks completed work for compliance with procedures and the nature and propriety of the final results.

#### GUIDELINES

Guidelines include the state code, county ordinances, and county and department policies and procedures. These guidelines require judgment, selection, and interpretation in application.

#### COMPLEXITY/SCOPE OF WORK

- The work consists of varied management and administrative duties. The variety of duties contributes to the complexity of the work.
- The purpose of this position is to coordinate the administrative functions of the County Treasurer's Office. Successful performance to the efficiency and effectiveness of those operations.

#### CONTACTS

- Contacts are typically with co-workers, other county employees, mortgage company representatives, bank representatives, state employees, vendors, and the general public.
- Contacts are typically to give or exchange information, resolve problems, motivate personnel, and negotiate, defend, or settle matters.

#### PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table or while intermittently sitting, standing or stooping. The employee occasionally lifts objects.
- The work is typically performed in an office.

#### SUPERVISORY AND MANAGEMENT RESPONSIBILITY

This position has direct supervision over Deputy Treasurer Clerk III (2), Deputy Treasurer Clerk II (1) and Deputy Treasurer Clerk I (2).

#### MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with completion of specialized training in the field of work, in addition to basic skills typically associated with a high school education.

- Experience sufficient to thoroughly understand the work of subordinate positions to be able to answer questions and resolve problems, usually associated with one to three years' experience or service.