



Fluvanna County, Virginia  
Department of Administration  
Job Description

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**Deputy Treasurer I – Class 1411**

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**FLSA Status:** Non-Exempt  
**Pay Grade:** 9  
**Job Title ID:** Deputy Treasurer I  
**Reports To:** Chief Deputy Treasurer

**Summary**

Performs responsible skilled clerical work assisting with the operation of the Treasurer's Office; does related work as required. Work is performed under regular supervision.

**Essential Functions**

- Receives and processes payment for Personal property, Real Estate, dogs tags, utility bills, and other fees
- Answers calls from citizens, answers questions and provides information; greets and assists walk-in customers
- Counts and verifies cash and checks, balances cash drawer daily
- Researches delinquent real estate taxes for title companies and attorneys
- Processes office deposits and prepares bank deposits
- Assists with debt set-off program
- Administers payment agreements for Personal Property and Real Estate taxes
- Assists with Personal Property and Real Estate tax billing
- Posts Landfill payments, School lunch deposits, and Extended Ed deposits
- Receives and processes incoming and outgoing mail; picks up/drops off mail daily at Post Office
- Assists in processing delinquent tax billings
- Issues DMV stops on customers who do not keep up with payment agreements
- Helps train new office personnel
- Assists with all office filing and record keeping
- Assists Treasurer on various projects as needed
- Performs related tasks as required

**Required Knowledge, Skills and Abilities**

General knowledge of the laws, ordinances and regulations governing the operations of the Treasurer's Office; general knowledge of business and office practices; some knowledge of the principles, methods and practices of accounting; ability to analyze and interpret fiscal and accounting data and to prepare appropriate statements and reports; ability to operate standard office; word processing and data entry equipment; ability to understand and follow oral and written instructions; ability to establish and maintain effective working relationships with associates and the general public; demonstrated ability to maintain positive customer interactions in a fast-paced environment.

**Acceptable Education, Experience, and Training**

Any combination of education and experience equivalent to High School graduation and six (6) months of work experience in customer service.

**Preferred Qualifications**

- Prior experience in local government or a financial institution preferred

**Working Conditions and Physical Requirements**

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally, and a negligible amount of force frequently or constantly to move objects; work requires fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

**Special Requirements**

None

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

**Post Offer Requirements**

- Background check

<b>Recommended by:</b> Linda Lenherr, Treasurer 9-26-2016	<b>Approved as to form:</b> Gail Parrish, HR Manager 9-26-2016	<b>Approved:</b> Steve Nichols, COAD 9-26-2016
Agency Head                      Date	Human Resources Manager      Date	County Administrator                      Date

Approved by Board of Supervisors on **10-05-2016**