



**Carbon County**  
Job Description

<b>Title:</b> Chief Deputy Treasurer	<b>Job Code:</b>
<b>Department:</b> Treasurer's Office	<b>Effective Date:</b>
<b>Reports To:</b> Treasurer	<b>Last Revised:</b>
<b>Full Time</b>	<b>FLSA Status:</b> Non Exempt

**Overall Responsibility:**

Collect, balance, deposit all property tax monies; deposit and balance all county funds; deposit all South Eastern Utah Health District Funds, make necessary transfers

**Key Tasks and Responsibilities:**

Daily banking, collections, and balancing  
Data entry  
Provide property tax information  
Daily and month end reports

**Skills and Attributes:**

Knowledge of property countrywide  
Daily contact with public  
Pleasant, outgoing personality

**Experience Requirement:**

High School Diploma or G.E.D. Equivalency  
Computer skills  
10 Key  
Excel  
Detail oriented  
Handling large sums of money, must be able to count back change

**Physical Effort/Environment:**

Must be able to work under pressure at times  
Deadlines are critical  
Using primarily just the fingers to make small movements such as typing, picking up small objects, or pinching fingers together  
Must convey detailed or important instructions or ideas accurately, loudly, or quickly  
Able to hear average or normal conversations and receive ordinary information  
Average, ordinary visual acuity necessary to prepare or inspect documents  
Sedentary work. Sitting most of the time  
No hazardous or significantly unpleasant conditions

Ability to apply logical thinking to a wide range of intellectual and practical problems  
Able to deal with very difficult concepts and complex variables  
Able to perform basic calculations  
Will use personal vehicle for banking (reimbursement is made once yearly)  
Must be able to lift up to 20 pounds, occasionally

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Employee Signature

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Supervisor Signature

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Date