

DEPUTY CITY TREASURER

DEFINITION

This is responsible supervisory work in serving as deputy to the City Treasurer.

Work activities result from the receipt of payments, issuance of bills or related documents in the office from specific assignments by the City Treasurer. Work includes the general supervision of employees in the office in the absence of the City Treasurer and on specifically assigned occasions. Work is evaluated by the City Treasurer through discussion and observation of work performed.

EXAMPLES OF WORK PERFORMED

Provides general supervision over employees in the office and personally participates in a variety of office activities relating to the issuance of tax and water rent bills, the maintenance of records relating to payments of taxes and water rent, and the verification of office records through posting to various documents in the office.

Assists, as the occasion requires, in the receipt of monies for payment of tax bills and water rent.

Signs all official documents, payrolls, warrants and related papers in the absence of the Treasurer or as specifically designated by him.

Explains office procedures and laws, rules, and regulations to the public in relation to activities carried on by the office.

Performs related work as required.

KNOWLEDGES, SKILLS AND ABILITIES

Considerable knowledge of office practices, procedures and equipment.

Considerable knowledge of business English, spelling and arithmetic.

Ability to interpret and apply office policies and practices and applicable laws and regulations.

Ability to plan, assign, and review the work of clerical subordinates.

Ability to develop, lay out and install clerical procedures according to general instructions,

Ability to express oneself clearly and concisely in oral and written form.

EXPERIENCE AND TRAINING REQUIREMENTS

Three years of experience in clerical work including some supervisory experience.

Graduation from a standard high school or business school.