

CALLAHAN COUNTY

JOB DESCRIPTION

POSITION IDENTIFICATION

Job Title: County Treasurer's Deputy

Department: County Treasurer's Office

Supervisor: County Treasurer

FLSA Status: Non-Exempt

Positions Supervised: None

Normal Work Schedule:

Monday – Thursday: 8:00 a.m. – 5:00 p.m.

Friday: 8:00 a.m. – 2:00 p.m.

JOB SUMMARY

The County Treasurer's Deputy assists the County Treasurer in performing the financial operations of the Treasurer's Office. Responsibilities include entering invoices for approval by Commissioners Court (accounts payable), ordering office supplies for county departments, completing monthly and routine correspondence, monitoring multiple email accounts, processing payroll, assisting with enrolling new employees, and administering employee benefits including health insurance, life insurance, workers' compensation, and retirement.

ESSENTIAL JOB FUNCTIONS

1. Scan accounts payable invoices into the county accounting software for presentation to Commissioners Court for approval and payment.
2. Process payments approved by Commissioners Court.
3. Process payroll for county employees.
4. Assist with enrolling new employees in county benefit programs.
5. Maintain and keep personnel files current.
6. Maintain knowledge of county benefits including health insurance, life insurance, workers' compensation, and retirement programs.

7. Assist with providing documentation and information required by outside auditors during annual audits.
 8. Monitor multiple email accounts and respond or route correspondence as needed.
 9. Conduct office business in a professional and courteous manner.
 10. Perform other related duties as assigned.
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PHYSICAL REQUIREMENTS

This position primarily involves sitting at a desk or workstation for extended periods of time and may require climbing stairs. The employee must be able to lift up to 25 pounds. The employee interacts with other county departments in person, by phone, and via email to process documentation as necessary. Occasional travel to other locations and/or banks may be required.

WORKING CONDITIONS

Work is primarily performed indoors in a climate-controlled office environment. Some exposure to adverse weather conditions may occur when traveling to offsite locations.

Dress code is business casual.

EDUCATION REQUIREMENTS

High School Diploma or GED required.

SPECIAL SKILLS, KNOWLEDGE, AND ABILITIES

Knowledge of general computer operations including email processing and document scanning is required. Proficiency in Microsoft Office applications, including Word and Excel, is required. The ability and willingness to learn the county's accounting and payroll software is essential. Knowledge of workplace safety requirements, workers' compensation policies, employee handbook policies, and drug-free workplace policies is important. A professional attitude, strong organizational skills, and attention to detail are required.

LICENSES AND CERTIFICATIONS

Must possess a valid Texas Driver's License and Social Security card.

Must be bondable.

CONTACT WITH OTHERS

This position involves daily contact with County Officials and county employees. Some interaction with courthouse visitors and vendors conducting business with the County may occur. The ability to communicate effectively and maintain positive working relationships with county officials, employees, and visitors is essential.

DISCLAIMER

This job description is intended to describe the general nature and level of work performed by the employee assigned to this position. It is not intended to be an exhaustive list of all responsibilities, duties, and skills required. Duties and responsibilities may change as the needs of the County change.

EMPLOYMENT STATUS

Employment with Callahan County is **at-will** and may be terminated at any time by either the employee or the County, with or without cause or notice, in accordance with applicable law.

EQUAL OPPORTUNITY EMPLOYER

Callahan County is an **Equal Opportunity Employer** and does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, genetic information, veteran status, or any other status protected by applicable federal, state, or local law.

APPLICATION INFORMATION

Interested applicants may obtain an application from the **Callahan County Treasurer's Office** or the **Callahan County website**. Completed applications should be returned to the Treasurer's Office at the Callahan County Courthouse.