



## ***Rio Arriba County*** **VACANCY NOTICE**

<b>JOB TITLE:</b>	<b>Treasurer Technician I</b>
<b>Department:</b>	<b>Treasurer's Office (Española)</b>
<b>Division:</b>	<b>Treasurer's</b>
<b>Hourly:</b>	<b>C-5 per schedule</b>
<b>Position Status:</b>	<b>Full-Time</b>
<b>FLSA Status:</b>	<b>Non-Exempt</b>
<b>Closing Date:</b>	<b>Open Until Filled</b>

*The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only to provide a summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

### **Primary Purpose:**

Under general supervision of the County Treasurer or designee, Treasurer Tech will provide customer support to the public, in persons and via use of technology. Work involves providing support on varied treasury functions in a busy, and hectic work environment.

*The general level and nature of this position are described in the headings below. This is not an all- inclusive list of all responsibilities/ duties/ and skills required of personnel in this classification. Duties/responsibilities and activities may change at any time with or without notice.*

### **Essential Job Functions:**

- Provide courteous and professional customer service in person, telephone and through other relevant technologies.
- Use email in a professional and appropriate manner.
- Correspond via email or mail received.
- Responsible for Tax Payment Collection using various forms of collection (via in person, telephone, and mail) by means of cash, check, money order and credit card.
- Works with Assessor's Office in any changes updating Tax Roll, omitted assessments, double assessments etc.;
- Works with Mortgage Companies ensuring payments are applied to proper accounts.
- Responsible for Daily Balance of Payment Collection and preparation of the daily Bank Deposit.
- Independently carries out office routine; able to prioritize job tasks and able to multi-task office duties;
- Performs other duties and responsibilities as assigned.
- Maintains confidentiality of all privileged information.
- Contributes to a team effort.
- Performs other duties as assigned or required.

### **Knowledge / Skills:**

- High attention to detail and organization.
- Knowledgeable of Rio Arriba County Policy Handbook
- Ability to communicate effectively, both verbally and in writing.
- Ability to act in an independent and conscientious manner using sound judgment.
- Ability to be Bonded;
- Ability to maintain confidentiality.
- Ability to handle multiple tasks and meet deadlines.
- Ability to operate office equipment and computers

### **Minimum Qualifications**

- High School Diploma or GED;
- Experience in Microsoft Outlook; Microsoft Word/Excel and proficiency on the Internet;
- Ability to operate office equipment and computers;
- Basic math skills; some experience handling money;

### **Working Conditions:**

Work is performed in a professional office environment with a moderate noise level, occasionally working under stressful conditions and for extended periods of time. Work is performed in facilities within Rio Arriba County with primary functions split between the Tierra Amarilla and Espanola Annex offices. This position is routinely exposed to Visual/Video Display Terminal (VDT) and extensive personal computer and phone usage. Evening, holiday, and weekend work outside of normal business hours may be required as well as travel and attendance at meetings. Must be available for planned and emergency maintenance and to provide customer support 7x24x365 for enterprise computing and software environments and in the event of County emergencies.

### **Conditions of Employment:**

Selected candidate must submit to and pass a County paid pre-employment drug and alcohol screening. Additionally, selected candidate must submit to and pass a county paid criminal background screening. Selected candidate must possess and maintain a valid New Mexico Class D Driver's License as incumbent shall be appointed to drive a County vehicle during the performance of his/her duties.

**Please send an e-mail with your Letter of Interest, Resume and [Job Application](mailto:JobApplications@rio-arriba.org) to [JobApplications@rio-arriba.org](mailto:JobApplications@rio-arriba.org)**