

## JOB DESCRIPTION

Department: Treasurer's Office

Position Title: Deputy Treasurer 1

Location: Custer County Courthouse

### General Statement of Duties

This position is responsible for both motor vehicle and real estate transactions. The responsibilities for motor vehicle duties include: payment processing for vehicle registration renewals, special plate orders, temporary ATV/UTV permit processing, new vehicle titling and transfers, temporary registrations, moving permits for mobile homes, the purchase of GVW and commercial licenses for large trucks, and all records regarding motor vehicles. This position also maintains all vehicle and customer information in the state computer system known as SD Cars.

The responsibilities for real estate include tax payments for real estate and mobile homes, prior property taxes, title transfers for mobile homes, and moving permits. All transactions require upholding both county statutes and state laws.

This position also includes regular mail and email correspondence, answering phones, returning voice mail messages, and other office related duties as assigned by the Treasurer.

### Experience and Education

- High School Diploma or G.E.D Certification.
- Ability to demonstrate good communication and organizational skills.
- Ability to maintain a professional relationship with the general public, other employees, and County Officials.

### Job Requirements

- Knowledge: Computer knowledge and payment handling is necessary for this position.
- Skills: Data entry and maintaining good customer service within a high volume environment is a necessary required skill for this position.
- Abilities: This position requires the ability to handle stress, deal professionally and courteously with the public, strive for accuracy and detail, have the ability to multi-task quickly, maintain confidentiality, communicate effectively both orally and in writing, follow verbal and written instructions, review written material, perform job duties with minimal supervision, interpret and apply laws, policies, and procedures. Applicant

should establish effective working relationships with fellow employees, supervisors, and the public, work as a member of a team.

This position requires the ability to lift and carry up to thirty pounds. Standing or sitting for long periods.

This position will be a 40-hour workweek with benefits.

Hours will be 8am to 5pm Monday through Friday.

A Custer County job application should be filled out and submitted and a background check will be conducted.

It is the policy of Custer to fill job openings by hiring from within, if qualified internal applicants are available. In accordance with this policy, applications received from current Custer County employees within (10) ten days of the posting of this notice, will be given exclusive consideration. If no qualified applicants are identified among current Custer County employees, outside applications will then be considered. In addition, preference shall be given to an applicant who is a Custer County resident.

Custer County is an equal opportunity employer. No person will be discriminated against because of race, religion, color, sex, age national origin, disability, military status, or any other characteristic protected by applicable federal or state law.