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# ADMINISTRATIVE SPECIALIST I

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Rev 07-21

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Department: Treasurer's Office  
Reports To: County Treasurer

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## Position Summary

Under the supervision of the County Treasurer, the Administrative Specialist I is a non-exempt position under the FLSA that performs clerical and accounting duties associated with real estate, personal property, and motor vehicle taxes. The duties of this position include billing, receiving, collecting, and processing all county property taxes, vehicle license fee revenues, and driver's license fees. Procedures are standardized and work is checked primarily for accuracy and completeness. The clerk has a great deal of contact with the general public.

## Essential Functions

- \* Problem-solving and critical thinking skills are used daily in this position;
- \* Processes tag renewals, titles, and all phases of vehicle registrations;
- \* Issues drivers' licenses or identification cards;
- \* Cross trained on various treasurer's office and vehicle registration functions;
- \* Answers telephone and provides information to customers regarding vehicle registrations, vehicle titles, tax payments and drivers' licenses;
- \* Processes real estate and personal property tax payments;
- \* Processes tax escrow payments;
- \* Assists with daily cash counts and balancing;
- \* Responsible for collection of payments and maintaining cash drawer for vehicle business;
- \* Issues receipt for deposits from other county offices;
- \* Processes mail with postage and delivers to post office.

## Marginal Functions

- \* Assists taxpayers with complaints and protest applications;
- \* Other related duties as deemed necessary or as assigned.

## Minimum Position Requirements

Experience: At least one year of clerical and bookkeeping experience is required. Employee is expected to have acquired the necessary information and skills to perform the job reasonably well after one year in the position.

Education: High School Diploma or GED. Some college credit preferred or equivalent combination of experience and training. Must pass training to process vehicle renewals, title applications and issue drivers' licenses and I.D.s. Must remain current on changing rules and regulations.

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**Minimum Position Requirements, continued**

Skills: Employee must have a good working knowledge of computer applications, accounting procedures and related software packages, office procedures and mathematics. Employee must have the ability to learn and comprehend real estate legal descriptions and instruments of conveyance; the ability to receive, interpret and follow instructions. Excellent interpersonal and communication skills are required. Employee must have the ability to operate a computer, scanner, calculator, fax, postage machine, and other related office equipment. Good telephone skills are required. Employee must have a valid driver's license.

Problem Solving: Frequent problem solving exists in this position. Problems include handling taxpayer complaints and inquiries, balancing tax receipts with the amount collected as shown on record, processing vehicle transactions and drivers' licenses.

Decision Making: Independent decision making exists in this position. Decisions include determining the best process for helping customers with tax receipts and vehicle registrations. Assigned duties follow standard department procedures and state provisions.

Accountability: Employee is responsible for funds collected on a daily basis. Employee does not have budgetary control over the department and does not participate in the annual budget process. Employee must be bondable. Must be able to clear fingerprint and background check to issue driver's licenses and I.D.'s.

Supervision: Supervision is provided by the County Treasurer or appointee. Job-related decisions are reviewed by the County Treasurer. Employee does not have supervisory responsibility over subordinate personnel.

Personal Relations: Continual contact with other county departments and the general public.

Working conditions: No adverse weather working conditions exist in this position; however, there is continuous possibility of being in a threatening situation with irrational customers – the reason for panic buttons being installed in various locations.

Physical Requirements: Work is sedentary in nature and is performed at a desk or counter the majority of the time. Employee must have the ability to travel to out-of-town sites for training, schooling, and meetings. The employee must have the ability to express or exchange ideas by means of communication and convey detailed or important instructions to other workers and the general public. Working primarily with fingers rather than the whole hand or arm. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.