

**OURAY COUNTY**  
**Deputy Treasurer/Deputy Public Trustee**

Ouray County Treasurer is accepting applications for the position of Deputy Treasurer/Deputy Public Trustee, reporting directly to the County Treasurer. Job responsibilities include, but are not limited to receipting, bookkeeping, answering phones, giving tax information to the public and various clerical duties. Excellent customer service skills and proficiency in Word and Excel required. This position is 30 hours Monday thru Thursday. Hourly rate is \$19.50 with benefits. Please submit a letter of interest and resume to Human Resources, P.O. C Ouray, Colorado 81427. (970) 325-7332. Position open until filled. Ouray County is an equal opportunity employer.



## JOB DESCRIPTION

*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.*

### Deputy Treasurer

**Department:** Treasurer  
**Pay Grade:** 8  
**FLSA Status:** Non-Exempt

#### JOB SUMMARY

Assists the Treasurer and Public Trustee with bookkeeping, release of Deeds of Trust and other clerical duties.

#### ESSENTIAL JOB FUNCTIONS

- Collects and receipts property tax payments.
- Collects and receipts other monies submitted by County officials.
- Completes daily deposits and daily balance sheets.
- Balances monthly bank statements.
- Processes release deeds of trust that come in the mail and also thru e-recording system
- Prepares certificate of taxes due.
- Issues mobile home authentications.
- Works with the public, personally and by phone, when information from the office is requested.
- Assists with annual tax lien sale.
- Reconciles warrants and enters data on excel spreadsheet.
- Public Trustee creation of foreclosure documents.

**QUALIFICATIONS****Education and Experience:**

High School diploma or general education degree (GED) plus two years of experience in a related field. Two years of college is preferable.

**Special Qualifications:****Knowledge, Skills and Abilities:**

- Proficiency with computers, especially Microsoft 2000, Word, Excel and calculator.
- Attention to detail.
- Knowledge of bookkeeping.
- Excellent customer service.

**PHYSICAL DEMANDS**

Lifting and walking

**WORK ENVIRONMENT**

Work is performed in a relatively safe, secure, and stable work environment.