

COTTONWOOD COUNTY

Auditor/Treasurer Office Technician

FLSA

Exempt

Non-Exempt

JOB DEFINITION: Under limited supervision, provides technical support to the County Auditor/Treasurer and other staff members.

ESSENTIAL FUNCTIONS: *The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification. Shown are duties intended to provide a representative 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.*

REPRESENTATIVE DUTIES:

Provides information to taxpayers, realtors, appraisers, lending institutions and the general public regarding property taxes and related information.

Maintains taxpayer address updates & escrow maintenance files.

Participates in the processing and mailing of Late Notices, Tax Forfeiture Notices, TNT Statements, and Tax Statements.

Complete Daily Receipts, process tax payments.

Review payments against invoices and mail to designated vendors.

Accept passport applications; recertify passport acceptance annually; prepare and issue license and permits as approved by the County Board of Commissioners.

Daily banking and mail duties.

Participate in annual audit activities.

Prepare and mail Accounts Receivable billings.

Maintain department files and record documents according to state record retention schedule; files documents on a weekly basis.

Update, print, and mail annual Cottonwood County Info Guide.

Maintain office supply inventory; order as necessary or requested.

Responsible for administration of elections; maintain State Voter Registration System; prepares election rosters; administers training of election judges and manages all related spreadsheets; issue absentee ballots and maintains all necessary records; orders ballots based on previous elections and registered voters; serves as department Customer Service Agent for questions related to elections; participates in the administration of Primary, Special and General elections; oversees the preparation and printing of ballots; oversees the filing of all vacant county offices; serves on the UOCAVA Absentee Ballot Board; tabulates election results and reports total to Secretary of State; understands and researches election law and the associated changes.

Provides staff support as needed.

Performs other duties as assigned or required.

COTTONWOOD COUNTY

Auditor/Treasurer Office Technician

KNOWLEDGE, SKILLS and ABILITIES:

- Knowledge of modern office practices, procedures and equipment.
- Knowledge of Minnesota real estate law and procedures regarding mortgages, deeds and legal descriptions.
- Knowledge of Minnesota election laws, practices and procedures.
- Ability to perform various mathematical calculations with a high degree of accuracy.
- Ability to read, understand and apply regulations, ordinances, codes, policies, procedures and other operational guidelines and directives.
- Ability to operate various modern office equipment.
- Ability to read land descriptions and legal documents.
- Ability to read and interpret technical documents and procedure manuals.
- Ability to establish and maintain efficient manual or automated filing and records systems.
- Ability to effectively prioritize and organize work load.
- Ability to operate a personal computer and various software applications.
- Ability to establish and maintain effective working relationships with County staff, local public officials, realtors, tax payers and the general public.
- Ability to communicate effectively, both orally and in writing.
- Ability and willingness to be open to new ideas and create efficiencies within own job duties and Auditor/Treasurer's Office.

MINIMUM QUALIFICATIONS: High school diploma or equivalent and two years of staff support experience or any equivalent combination of qualifying education and experience.

ADDITIONAL REQUIREMENTS: May be required to perform a full range of motion with lifting and/or carrying supplies, materials, equipment and/or items weighing up to 15 pounds. Vision requirements include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

Employee Signature

Supervisor Signature

Date

Date

Cottonwood County is an Equal Opportunity Employer. In accordance with the Americans with Disabilities Act, Cottonwood County will provide reasonable accommodations to qualified individuals with disabilities, and encourages prospective employees and incumbents to discuss potential accommodations with the employer.