

EMMONS COUNTY JOB DESCRIPTION
Deputy Treasurer/Licensing Specialist
Part-Time Position

DEPARTMENT: Auditor/Treasurer
REPORTS TO: Auditor/Treasurer
FLSA STATUS: Non-exempt
DATE: June 2025

JOB SUMMARY: Under supervision of the Auditor/Treasurer, is responsible for tax collection function, assist with preparation of tax statements, making daily bank deposits, daily cash balancing and activities of the Emmons County Motor Vehicle Department.

PRIMARY DUTIES AND RESPONSIBILITIES:

- Examine vehicle titles for signs of fraud, such as write overs, white out, water damage, or copies. Make sure the seller's signature is in the proper area, verify information on the title and verify forms, search for lienholder and/or required lien release. Record all title/registration information accurately into the motor vehicle specific computer system.
- Duplicate vehicle titles and registrations, process registration changes, private plates, temporary vehicle registration mobility impaired placards/license plates, etc. and collect fees.
- Analyze requests and provide directions for information by the public regarding registrations and titling.
- Must participate on conference call once a week or when needed with Bismarck Motor Vehicle.
- Scanning of processed motor vehicle work to Bismarck office.
- Prepare and balance daily receipts and deposits of funds, prepare listing of checks and cash.
- Daily closing of Motor Vehicle transactions and cash drawer.
- Daily bank deposits.
- Assist in preparation and mailing of real estate tax statements.
- Assist in delinquent tax notices.
- Assist in the collection of property tax payments and other receipts.
- Assist with closing books at the end of each month and annually.
- Performs all duties imposed by law in the absence of, or as assigned by, the Auditor/Treasurer.

ACCOUNTABILITIES:

- Ensure integrity, safety and accuracy of all records.
- Maintain confidentiality regarding records as required by the ND Century Code.
- Create a positive and productive work atmosphere by communicating and maintaining a professional manner and a team-like environment with other employees and members of the public.
- Must be able to manage stressful situations.
- Must be willing to learn and work with software programs.
- Must be able to travel to any training associated with Motor Vehicle.
- Maintain the integrity of the titling system used to track vehicles registered and titled in North Dakota.

JOB QUALIFICATIONS, EXPERIENCE AND EDUCATION:

- Must be a high school graduate or GED certified, 18 years of age or above.
- Excellent computer skills, including, but not limited to, proficiency with Microsoft Excel and Word.
- Good communication skills.
- Valid ND Driver's License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of state and local laws governing the collection of real estate taxes.
- Knowledge of legal property descriptions.
- Knowledge of modern office practices, procedures, methods, and equipment.
- Ability to communicate effectively, orally and in writing; possess exceptional public relations skills.
- Ability to establish and maintain effective working relationships.
- Must possess excellent written and oral communication skills with the ability to prepare clear, concise and accurate reports, and maintain effective working relationships with the public and other employees.
- Must be able to adapt to changes in ND State Law.

WORKING CONDITIONS/PHYSICAL AND MENTAL DEMANDS:

- Physical environment consists of standing, walking, sitting, and talking. Will include physical motions of finger dexterity for frequent use of computer keyboard and monitor, sitting and standing motions.
- Ability to meet deadlines, handle hostile situations with regard to taxpayer situations, motor vehicle customers, and general public, and the ability to deal with work-related stress.

STARTING SALARY:

\$23.07 per hour with six-month probation period.

BENEFITS:

Emmons County offers a benefit package which includes health insurance, retirement, life insurance, annual leave and sick leave which is pro-rated for part-time employees based on the number of hours worked.

Holidays are based on County Policy: Regular part-time employees shall receive holiday pay based on the prorated number of hours worked.

CLARIFICATION CLAUSE:

This job description is not intended and should not be construed to be a complete list of all duties, skills, responsibilities or working conditions associated with the job. It is intended to be a reasonable outline of those principle job elements essential in maintaining Deputy Treasurer/Licensing Specialist related positions. The job description is not a contract. The County reserves the right to modify job descriptions at any time.

Employee Signature

Date