



Administrative Assistant

Classified

LEVEL: 14

JOB SUMMARY

Under the supervision of the Department Supervisor provides quality customer service to the public and other county departments. Supports the financial management and operation of the treasurer's office through maintenance of real estate and personal property tax records and reports. Performs accounting duties of moderate complexity in accordance with standard procedures and under moderate supervision. Handles cash according to office policy. Performs related duties as required.

ESSENTIAL JOB FUNCTIONS

- Balance payments
- Secure handling of funds
- Cash handling
- Bank deposits
- Monthly Reconciliation
- Receipt Reporting
- Disbursements
- Answering phone calls, taking messages
- Greeting and helping customers
- Data Entry
- Answering taxpayer inquiries
- Balance accounts

MINIMUM QUALIFICATIONS

- A high school diploma or GED
- A minimum of two years of experience in financial support work such as bookkeeping, cashiering, accounting clerk work or closely related field OR equivalent combination of education, training and experience

KNOWLEDGE, SKILLS AND ABILITIES

- Valid Arizona Driver License
- Skill in math and handling money
- Skill in establishing and maintaining effective working relationships with employees, other agencies, and the public.
- Knowledge of real estate, personal property taxes and property tax liens
- Ability to cross train in other positions
- Knowledge of Windows based applications; Word, Excel, PowerPoint, and Outlook.
- Skill in establishing and maintaining effective working relationships with employees, other agencies, and the public.

- Ability to perform duties independently that are appropriate and consistent with the level of the position.
- Ability to communicate clearly and concisely with staff both verbally and in writing.

PHYSICAL REQUIREMENTS

- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to write reports and operate standard office equipment and a personal computer.
- Sufficient clarity of speech and other communication capabilities with or without reasonable accommodation, which permits the employee to discern verbal instructions and communicate effectively on a telephone, in normal range of conversation or in a group.
- Sufficient personal mobility, flexibility, and physical reflexes, with or without reasonable accommodation, which permits the employee to bend or stoop repeatedly, sit or stand for long periods of time, lift at least 20 pounds and work in an office environment.