



## **The County of DeWitt Cuero, Texas 77954**

**Position Title:** Chief Deputy Treasurer

**Department:** County Treasurer

**FLSA Classification:** Non-Exempt

**Position Status:** Full-time

**Supervisor:** County Treasurer

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**Position Summary:** This position is responsible for receiving money for the county and processing DeWitt County's payroll. This position will assist with all aspects of duties responsible to the treasurer's office as well as act as a receptionist for the office. This position requires the ability to multi-task and deal with numerous interruptions. Strong oral and written communication skills are essential to working with other departments, agencies, and the public. This position is filled by the County Treasurer. Pursuant to Local Government Code §83.008 must be bondable and §83.009, the assistant must take the usual oath of office, the appointment of a deputy treasurer must be in writing, be signed by the County Treasurer, and bear the seal of the county court. This is a full-time position and is essential that the individual be at work during the hours of 8:00 a.m. to 12:00 noon and 1:00 p.m. to 5:00 p.m. Monday through Friday, excluding sanctioned holidays, scheduled/approved vacation, or illness as stated in the guidelines of the DeWitt County Personnel Policy. This position may occasionally require attendance out of the office for training/schools/seminars.

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### **Essential Job Functions:**

- Processes county payroll and makes payments for salary garnishments and all payroll deductions
- Receives money collected by county offices and enters all deposits into the computer into various fund accounts
- Reconciliation of credit card and electronically filed payments
- Review and disburse all accounts payable
- Jury pay disbursement and tracking

### **Additional Job Duties:**

Any other duty as assigned by the supervisor within the scope of the department.

**Minimum Requirements:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The qualifications listed below are representative of the knowledge, skill, and/or ability required.

**KNOWLEDGE, SKILLS AND ABILITIES**

- Proficient with calculator, computer data entry, multi-line telephone systems, financial software, Excel, internet and email.
- Proficient with computers for word processing and/or accounting purposes.
- Adaptable to changing priorities.
- Dependable and trustworthy.
- Must be detail oriented.
- Good oral and written communication skills.
- Ability to interact professionally with the public, other county officials and departments.
- Ability to multi-task and meet deadlines.
- Good analytical abilities.

**PHYSICAL AND ENVIRONMENTAL REQUIREMENTS**

- Work will be primarily performed indoors, from time to time there may be an outside activity.
- Must have minimal levels of eye, hand and foot coordination.
- Position requires the ability to see, hear and speak.
- Must be physically able to operate a variety of automated office machines. Must be able to exert up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently and/or a negligible amount of force constantly to move objects. Ability to lift up to and occasionally more than 20 pounds.
- Specific vision abilities required by this job include close vision, distance vision, peripheral vision, color vision, depth perception and ability to adjust focus.
- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.
- The noise level in the work environment is usually moderate.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**RECOMMENDED MINIMUM QUALIFICATIONS**

- Must be bondable.
- High school diploma or GED required.
- Experience in County Government.
- Experience in banking procedures.
- Experience in State and Federal reporting procedures, IRS regulations, Fair Labor Standards Act, Department of Labor.
- Professional attire required.

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All job requirements are subject to possible modification to reasonably accommodate individuals with disabilities. This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job related instructions and to perform other job-related duties requested by their supervisor in compliance with Federal and State Laws.

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the employee must possess the abilities or aptitudes to perform each duty proficiently. Continued employment remains on an "at-will" basis.

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Employee Signature

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Date

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Supervisor Signature

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Date