Job Description

Position Summary

The Stevens County Treasurer's Office is seeking a dependable, detail-oriented individual who works well with the public and coworkers. This position involves assisting customers with motor vehicle transactions, driver's licenses, property taxes, and other services provided by the Treasurer's Office. Applicants must be able to handle money accurately, multitask, and work in a busy office environment.

Job Responsibilities

- Provide friendly, professional customer service in person and over the phone.
- Process motor vehicle titles, registrations, renewals, and other related transactions.
- Assist with authorized driver's license transactions.
- Collect and process property tax payments, including current and delinquent taxes.
- Accurately handle cash, checks, credit cards, debit cards, and refunds.
- Balance cash drawers and complete daily financial transactions and reports.
- Maintain accurate records, organize files, and process office paperwork.
- Assist with preparing and mailing tax statements, notices, and other correspondence.
- Perform data entry, address changes, and other record updates.
- Learn and complete various daily, weekly, and monthly reports.
- Operate office equipment and computer systems.
- Assist with general office duties and other responsibilities as assigned.
- Work cooperatively with coworkers to ensure efficient office operations.

Qualifications and Expectations

- Must successfully pass a background check as a condition of employment.
- Strong customer service and communication skills.
- Ability to work well with the public and coworkers.
- Basic computer, typing, and math skills.
- Strong attention to detail and accuracy.
- Ability to handle money and financial transactions responsibly.
- Ability to multitask, stay organized, and manage responsibilities in a busy environment.
- Willingness to learn motor vehicle, driver's license, and property tax procedures.
- Ability to maintain confidentiality of personal and financial information.
- Dependable, punctual, and professional.
- Ability to work independently and as part of a team.
- Ability to communicate effectively in English.

- Willingness to learn new responsibilities and assist wherever needed.

Additional Information

Employees must be willing to cross-train in various areas of the Treasurer's Office and adapt to changes in state regulations, procedures, and office operations.

This job description outlines the general duties and expectations of the position and is not intended to be an all-inclusive list of responsibilities.