

TREASURER'S OFFICE REPRESENTATIVE

Incumbents assigned to this classification may do all or some of these tasks.

NATURE OF WORK

Under supervision from County Treasurer, Deputy Treasurer or Motor Vehicle Supervisor, is responsible for performing a wide variety of complex clerical functions, involving moderately complex general office duties which require the application of independent judgment and interpretation of policies and regulations, while serving the public in collecting taxes for the political subdivisions of Hall County and various fees for the State of Nebraska.

EXAMPLES OF WORK

ESSENTIAL FUNCTIONS

MOTOR VEHICLE DEPARTMENT

- Process titles for motor vehicles, generate repossession, duplicates and salvage titles and any other as required by law and type title liens
- Confirm proper insurance
- Verify all documents from private parties, dealers & lien holders to ensure they are complete and accurate
- Issues new and renew motor vehicle registrations and issue motor vehicle refunds
- Collects money for registration fees, motor vehicle tax and motor vehicle fees
- Calculate and collect state and city sales tax on motor vehicles and new tire fees
- Issues boat and snowmobile registrations and calculate and collect state and city tax on motorboats
- Accurately enter and process information into the AS400
- File and maintain alpha and numeric title and registration files as well as handicap forms, 2290's and insurance books
- Accurately maintain assigned cash drawers
- Inventory and stock counter area supplies, license plates, renewal stickers and boat stickers
- Perform auto checks on vins's through NMVITIS
- Trouble shoot and problem resolution specific to titles, odometers, power of attorneys, etc
- Verify and send handicap forms to DMV
- Maintain hold file for incomplete titles and send back after 30 days
- Current knowledge of laws and legislation in regards to titling and registration
- Move and lift boxes of license plates in the new plate year up to 50 lbs and put on shelving up to 12 feet high
- File and keep track of returned mail
- Accurately process credit card payments through point and pay system
- Provide customer service to residents titling and registering their vehicles and maintain a Professional, calm manner and taking care of them quickly & efficiently
- Communicate with the general public all day everyday via phone and in person
- In a calendar year process over 76,000 registrations and over 37,500 titles and lien releases

REAL ESTATE DEPARTMENT

- Collects real estate tax and personal property tax
- Computes charges, interest and fees
- Creates partial payment escrow agreement with customers
- Check all cash coming in for payments over the counter in the real estate department for counterfeit
- Adhere to and follow state statutes
- Prepare and display state unclaimed property from the Nebraska State Treasurer's office for residents
- Prepare advertising list for the local newspaper and update county website with all paid taxes
- Update advertising list and county website for real estate taxes paid

Prepare investor paper work for March public tax sale, including investor sheet, 1099 IRS form
Help set up and record the investors at the public tax sale
Process Tax Certificate for each investor and record in tax sale book and then send courtesy letters
to the taxpayer
Process subsequent taxes for investors and record in tax sale book
Extinguish tax certificates according to state statutes
Process 2 and 5 year county tax sale certificates
Types form letters, county tax sale certificates and work sheets,
Process 20 day notices for distress warrants (641 this year)
Run delinquent reports for distress warrants, issue distress warrants, process distress warrants when
Sheriff collects them every month
Research, compile and dispense letters to customers who are in jeopardy of tax foreclosure
Issues drivers' license, school permits, learners permits, identification cards and commercial
driver's licenses (issued 16,500 in 2013) due to obtaining licenses, permits, ID's anywhere in the
state due to Hall County having an examiner everyday
Prepare statements ie. Fold, sort, combine and stuff envelopes for mailing statements (30,000)

REAL ESTATE AND MOTOR VEHICLE DEPARTMENT

Answers telephone; directs caller, takes messages or provides appropriate information,
Processes incoming and outgoing mail,
Documents information and maintains files,
Receives and accounts for funds received,
Retrieve records up to 12 feet high; move, lift and carry records or books from the floor to
shelving up to 12 feet high.

NON ESSENTIAL FUNCTIONS

Performs related work as required,

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of cash management methods including reconciliation and documentation of funds,
Knowledge of modern office methods and record keeping,
Ability to operate a variety of office machines involving the use of typing skills,
Ability to learn and interpret rules and regulations,
Skill in the operation of a variety of computer consoles and peripheral equipment,
Ability to read and write English and numerals with accuracy and legibility,
Ability to follow written and oral instructions and to maintain cooperative working
relationships,
Ability to interact tactfully and courteously with the general public

WORKING CONDITIONS

Normal office hazards are encountered, i.e., prolonged sitting and standing, data entry, stooping,
along with the stress derived from dealing with the public and changes in office routine and Nebraska State
Statute. Subjected to communicable disease, colds and flu. Exposed to verbal abuse from disgruntled
customers in a wide variety of situations.

DESIRABLE TRAINING AND EXPERIENCE

High School Graduate or equivalent with experience in performing moderately complex clerical
work involving considerable public contact.

MINIMUM QUALIFICATIONS

High School Graduate or equivalent supplemented by some experience in performing relevant clerical functions or any equivalent combination of training and experience which provides the desirable knowledge, skills and abilities.

Approved by: _____ Date: _____

(TRSOFREPREP:DOC)REV:09/14