



# Treasurer's Clerk Job Description

**Job Title:** Treasurer's Clerk  
**Department:** Treasurer  
**FLSA Designation:** Non-Exempt  
**Reports to:** County Treasurer  
**HR Approved:** *Lisa Seddon* May 2022

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## **Job Summary**

Clerk will primarily issue drivers licenses or process motor vehicle registrations and title transfers, may also collect property tax payments. Must possess good customer service skills, organization skills, and ability to navigate PC and multiple software systems. Responsible for accurately reconciling all funds collected daily, especially during high volume periods.

## **Essential Functions and Responsibilities**

*The following duties are typical for this position. These are not to be construed as exclusive or all inclusive. Other duties may be required and assigned.*

Title transfers. Ensure that correct information is collected by seller and buyer, all documents are completed accurately, and new title and registration are issued correctly as mandated by Iowa Code. Research and execute title transfers from foreign jurisdictions according to applicable laws and consult multiple resources to determine proper administration of law. Collect tax, title, lien, and registration fees accurately. Answer phone calls.

Registration renewals. Renew registrations quickly and accurately at the counter, from the mail, and daily as submitted through the web payment system.

Issue Replacement titles and registrations. Research and collect documents needed to issue replacement titles and registrations as mandated by Iowa Code.

License plates. Assign personalized plates, process plate refunds and credits upon sale or transfer, accurately track and assign license plates in software system.

Liens. Add, remove, and perfect liens on titles and in software system. Forward titles to customers and lienholders accurately.

Junked, rebuilt, and stored vehicles. Process junking certificates and rebuilt vehicle titles according to Iowa code. Follow storage protocol when plates and non-use declared.

Issue driver's license. Check vision, follow mandates set by Iowa Code, update drivers license and identification records. Collect fees, complete necessary forms, administer testing, answer phone calls. Knowledge of federal and state CDL licensing requirements and all drivers license restrictions and endorsements (motorcycle, SR22, medical, etc.). Organization skills to track and consult multiple resources to determine proper administration of law. Travel to Pella to work independently on Wednesdays.

Collect property tax payments. Redeem tax sales. Reconcile cash drawer and safe at the end of the day. Mail out tax statements, delinquent notices, payment discrepancy letters, and tax sale notices. Answer tax phone calls. Sort and distribute daily mail.

### **Minimum Education and Experience Required to Perform Essential Functions**

High school diploma or GED.

Valid Driver's License

General knowledge of commonly used general rules; procedures, operations, practices or routines such as could be acquired in one year of prior experience.

### **Certificates, Licenses, Registrations**

None

### **Mental and Physical Competencies Required to Perform Essential Functions**

#### **Language Ability**

Ability to read and interpret official documents such as Department of Transportation procedure manuals, administrative rule memos, Iowa Code, and other instructive correspondence. Ability to write routine reports, emails, and letters to internal and external customers using proper grammar and punctuation. Ability to speak effectively with customers in person or over the phone.

#### **Mathematical Skills**

Ability to add, subtract, multiple, and divide in all units of measure using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw or interpret graphs. Must be able to use 10-key calculator and Microsoft Excel to manage and calculate totals for large groups of numbers on a daily basis.

#### **Cognitive Demands**

Ability to apply common sense understanding to carry out instructions furnished in written, verbal, or diagram form. Ability to operate multi-line phone system. Must be organized to save and track moderate to high volume of email clarifications and updates from State of Iowa to department procedures. Must have working knowledge of and ability to research multiple written and expert resources in order to reach a conclusion when presented with unique situations as part of daily workflow.

#### **Equipment Used**

Computer, Printers, Telephone/Fax, 10-key calculator

**Physical Demands**

Typical office environment involving sitting, walking, occasional bending, lifting and carrying paper and related light objects generally weighing 25 lbs. or less. Horizontal and vertical reaching motion is required. Aptitudes required are those typically associated with clerical operations including clerical, numerical and forms perception, clarity of vision 20" or less to view computer screens, legal documents and property description cards; eye/hand/foot coordination, hand and finger dexterity, motor coordination, hearing and conversation skills.

**Environmental Adaptability**

Work is performed in a typical office environment and has no unusual exposure to environmental issues.

I have carefully read and understand the contents of this job description. I understand the responsibilities, requirements, and duties expected of me. I understand that this is not necessarily an exhaustive list of responsibilities, skills, duties, requirements, efforts, or working conditions associated with the job. While this list is intended to be an accurate reflection of the current job, the Employer reserves the right to revise the functions and duties of the job or to require that additional or different tasks be performed as directed by the Employer. I understand that I may be required to work overtime, different shifts, or hours outside the normally defined workday or workweek. I also understand that this job description does not constitute a contract of employment nor alter my status as an at-will employee. I have the right to terminate my employment at any time and for any reason, and the Employer has a similar right.

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Employee Signature

Date

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Department Head Signature

Date

**Marion County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will consider reasonable accommodations for qualified individuals with disabilities and encourage prospective employees and incumbents to discuss potential accommodations with the Employer.**