

Mitchell County Treasurer's Office is accepting applications for a Part-time Clerk until position is filled. Graduation from high school (or GED equivalency) and one year of full-time (or equivalent part-time) clerical experience or closely related office work is preferred. Application and a full job description can be picked up at the Mitchell County Auditor's Office at 212 S. 5<sup>th</sup> Street Osage, Iowa 50461, or online at [www.mitchellcoia.us](http://www.mitchellcoia.us). Mitchell County is an Equal Opportunity Employer.

Posted 2/20/2020 SDP

**Job Description – Treasurer’s Office  
Mitchell County Treasurer’s Office  
Part-time Clerk**

Reports to the Mitchell County Treasurer.

*It is the Treasurer’s Office’s mission to provide professional, prompt, courteous service in person, by phone, by mail and online while doing the duties reflected below:*

**Responsibilities:**

**Motor Vehicle Service Duties Include:**

Providing the public with motor vehicle registrations and license plate renewals in a timely, accurate and professional manner. This includes updating information in the state computer system, utilizing the Iowa Department of Transportation on-line data base (ARTS) to process and issue Mitchell County vehicle registrations, license plates and license plate tags. Involves accurately receipting in money to complete transactions.

Providing the public, including car owners, auto dealerships, insurance companies, law enforcement, lien holders and the Internal Revenue Service, with title and lien information from the county and state systems. Issuing duplicate, junking and salvage titles. Accurately handling and receipting in money. Updating records to accurately reflect ownership of cars and lien holders involved, including placing and releasing liens on titles. Searching for title information on the county’s information storage systems.

**Driver’s License Issuance Duties Include:**

Utilizing the Iowa Department of Transportation’s Driver’s License software to determine the eligibility of citizens for issuance of Iowa Driver’s Licenses and administering licenses when appropriate. Administering all required written, oral and drive exams to customers. Determining eligibility for Handicap Permit Placards, processing and issuing Handicap Permit Placards when appropriate. Conducting Departmental Re-Exams as directed by the Office of Drivers Services, Iowa Department of Transportation. Completing and forwarding results of Departmental Re-Exam Reports to the Iowa Department of Transportation. Establishing and notifying individuals of vision and medical recalls as prescribed by medical professionals. Reviewing medical and vision reports and accomplishing required course of action as per Office of Drivers Services, Iowa Department of Transportation. Serving Suspension Notices, Denial Notices and temporary driver’s licenses as required. Reinstating customers’ driver’s license privileges when eligible. Administering vision screenings.

### **Tax Collection Service Duties Include:**

Providing the public with tax collections services, including property tax, drainage, special assessments and mobile home tax collections. This includes providing tax information from the county's Vision computer software system, collecting money and making appropriate entries into county's computer system.

Providing the public with information on tax sales and redemption of tax sales utilizing the county system. Involves accurately giving tax sale amounts for redemption, collecting money and updating county software system to reflect redemption correctly.

### **Report Duties Include:**

Managing accounts for cash received, completing daily deposit receipt for file, local bank and Office of Drivers Services/IDOT when necessary.

### **Miscellaneous Collections Duties Include:**

Includes accurately receipting the money from miscellaneous collections from other department heads and offices into the county Incode Central software system using appropriate financial account numbers. Staying up-to-date on software involved with this function.

### **Information Duties Include:**

Serving as backup to deputies to update county's financial computer software utilizing Vision program. Downloading check information from bank checking account. Downloading web payment information for both tag renewals and property tax payments.

Balancing bank statements against office records to insure account information is properly recorded. Balancing county-owned CD's to insure CD information is accurately maintained in office.

Scanning title information into the county's Document Locator information system and retrieving same information from the county's Document Locator information system for updating titles and lien information.

Updating records when needed in the county's tax collection system, including mobile home file maintenance.

### **Training Duties Include:**

Providing training to coworkers, volunteers or public as needed on procedures for tax collections and the county computer systems involved in tax collections. Providing training on procedures involving motor vehicle registrations and renewals and the state

computer software needed for motor vehicle systems. Providing training on other equipment, systems and procedures used in the office as per directed by treasurer.

**Other Duties Include:**

Performing other duties as requested by Treasurer, including but not limited to filing, sending out tax bills, balancing, shredding documents containing protected or restricted information, answering phone, copying, handling mail, issuing driver's licenses, etc.

**Knowledge, Skills and Abilities Required:**

Knowledge of basic mathematics, including addition, subtraction, multiplication and division with whole numbers and decimals.

Ability to communicate orally with the general public as related to explaining tax and motor vehicle procedures.

Ability to operate a computer terminal as related to entering and retrieving data.

Knowledge of real estate taxes, personal property taxes, drainage and special assessments as related to processing collections and statements.

Knowledge of motor vehicle laws as related to processing registrations and titles.

Knowledge of procedures for placing and releasing lien notations.

Knowledge of tax laws as related to determining tax credit eligibility.

Ability to make mathematical computations as related to computing fees, credits and delinquency penalties.

**Educational and Work Experience Requirements:**

Graduation from high school (or GED equivalency) and one year of full-time (or equivalent part-time) clerical experience or closely related office work.

**Working Conditions:**

Normal indoor office setting; stress-related to working with public at counter as well as monthly and season workloads and deadlines. Drive tests conducted in privately-owned vehicles.