

Position Available
Job Title: Deputy Treasurer
Starting Wage: \$17.83

At the discretion of the elected Chippewa County Treasurer, the Deputy Treasurer is responsible for maintaining all delinquent tax records and to provide service to the taxpayers in a courteous and efficient manner.

Benefits Include: Hybrid Pension – 1% Employee Contribution
Health, Dental & Vision Insurance – 20% Employee Contribution
Paid Vacation & sick Leave, 14 Paid Holidays a Year
Life Insurance
Long-Term and Short-Term Disability Insurance
TPOAM Union
Longevity

Essential Duties and Responsibilities

- Complies with all applicable codes, laws, rules, regulations, standards, policies and procedures; initiates any actions necessary to correct deviations or violations.
- Adheres to established safety procedures; monitors work environment and use of safety equipment to ensure safety of employees and other individuals.
- Balances monthly and daily tax receipts; balances daily cash.
- Sets up and prints delinquent notices for all units; prints delinquent tax rolls.
- Performs various financial/bookkeeping functions.
- Performs customer service functions in person and over the telephone; provides assistance and information related to department procedures, forms, fees, taxes, or other issues; responds to routine questions, complaints or requests for service; initiates problem resolution.
- Prepares and Maintains list of all Forfeitures/Redemptions, with minimum bid for each tax year being offered for Foreclosure.
- Prepares or generates reports; maintains records; submits reports to appropriate individuals or agencies; forwards or retains reports as appropriate.
- Responsible for refunds to taxpayer/units of Government or billing Taxpayer/Unit of Government for all Michigan Tax Tribunal (MTT), Township Board of Reviews (BOR), and Michigan State Tax Commission (STC) changes to the various Delinquent Tax years.
- Responsible for State Education Tax Fund Balance and reporting to the State of Michigan.
- Processes a variety of documentation associated with departmental operations, per established procedures and within designated timeframes; distributes documentation or retains records as appropriate.
- Maintains all bankruptcy records.
- Prepares departmental files; sorts/organizes documents to be filed; files documents in designated order; locates/removes files; maintains file system of departmental records.
- Responsible for Rudyard Township Summer Tax collection, daily and monthly balancing.
- Responsible for Tax Data Exports/Imports between the City of Sault Ste. Marie and Equalization
- Conducts tax searches.
- Performs other related essential duties as required and assigned.

Requirements

- Ability to operate a variety of automated office machines including typewriter, calculator, copier, microfilm equipment, telephone system, fax machine, etc.; ability to coordinate hands and eyes in using automated office equipment; ability to operate a computer utilizing word processing, excel spreadsheet, database, and other software applications.
- Ability to exert physical effort in sedentary to light work involving routine stooping, kneeling, crouching, and reaching; tasks require visual perception and discrimination; tasks may involve extended periods of time at a keyboard or workstation.

- Ability to proficiently perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages, use fractions, and measure data.
- Ability to comprehend and correctly use a variety of informational documents including tax deeds, tax sale documentation, transmittals, warranty and quit claim deeds, land contracts, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including tax manual, State tax bulletins, plat books, computer manuals/handbooks, chart of accounts, etc.
- Ability to prepare redemption reports, delinquent tax reports, cash reports/updates, various forms, tax bills, tax sale information, tax rolls, settlement reports, memorandum, correspondence, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to accurately record and deliver information, meet deadlines, and maintain confidentiality of restricted information.
- Ability to make independent judgments in the absence of management, use common sense, and utilize the principles of influence and rational systems in the performance of tasks.
- Ability to learn and understand legal (tax law) terminology, language, principles, and techniques; ability to expound on knowledge of topics related to primary occupation.
- Ability to work under moderately stressful conditions, to respond immediately to crisis situations, and to balance priorities within and between offices/departments.
- Ability to maintain personal composure and tactfully handle difficult situations and interpret questions correctly; ability to behave in a friendly, understanding, helpful, and professional manner with clients/customers, coworkers, supervisors, and the general public; ability to deal with upset and/or irate customers.
- Ability to advise and interpret on the application of policies, procedures and standards to specific situations; ability to explain, demonstrate and clarify to others within well-established policies, procedures and standards.
- Ability to communicate effectively with immediate supervisor, Township Assessors/Treasurers, customers, government officials, coworkers, other County personnel, and the general public verbally and in writing; ability to speak with and before others with poise, voice control, and confidence in the English language using a well-modulated voice.
- Ability to work effectively in an office environment.
- Essential functions are regularly performed without exposure to adverse environmental conditions.

Resumes can be submitted by clicking [here](#) or by mail to Carmen Fazzari, County Treasurer, 319 Court Street, Sault Ste. Marie, MI 49783.

Chippewa County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer