

Code: 7325

Title: CHIEF DEPUTY TREASURER-UNCLASSIFIED

SUMMARY: Assists in the direction of the activities of the Office of the County Treasurer. This is an appointed, unclassified position exempt from the Pima County Merit System Rules.

DUTIES/RESPONSIBILITIES: (Work assignments may vary depending on the department's needs and will be communicated to the applicant or incumbent by the supervisor.)

Assists in the supervision, selection, custody, investments, and disbursement of all County Revenues; Plans, assigns, and directs the work of subordinates engaged in distributing tax bills, processing payments, balancing accounts, investing funds, and providing information and assistance to the public; Supervises the maintenance of purchasing, payroll, time and attendance records; Assists in the preparation and maintenance of the department budget; Acts as Treasurer in the absence of the elected official; Answers complex questions regarding department operations.

KNOWLEDGE & SKILLS:

Knowledge of:

- the laws, rules, and regulations governing the operations of the Treasurer's Office;
- the principles and practices of administration and supervision.

Skill in:

- administrative and supervisory functions.

DESIRED QUALIFICATIONS:

A Bachelor's degree from an accredited college or university and five years of administrative and fiscal experience, two of which involved the processing of public funds or an equivalent combination of training and experience.

OTHER REQUIREMENTS:

Physical/Sensory Requirements: Physical and sensory abilities will be determined by position.

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Pima County

03/01/78
Updated 04/04/06(lg)