POSITION TITLE: Administrative Assistant (Entry level position)

REPORTING TO: Fall River/Oglala Lakota County Treasurer

SALARY: Hourly wage and all benefit selections available to County employee

HOURS: Monday- Friday, 8am – 5pm; 40 hours per week; overtime hours may be required with little notice to meet processing deadlines.

LOCATION: Fall River County Courthouse; some travel may be required for training and meetings. All work is performed in an office where noise and interruptions often occur. A camera may monitor transactions.

**PURPOSE:** Responsible to collect property taxes as designated by the respective County Commission; to collect fees and assist individuals to transfer vehicle titles, to renew vehicle registrations, sell appropriate permits, and other programs and processes as determined by the South Dakota Department of Motor Vehicles. Accurate accounting of financial transactions. Secure and confidential information is retained.

**PRIMARY DUTIES AND RESPONSIBILITIES:**

* Balance out cash register, prepare daily balance sheet, invoice all motor vehicle transactions, run report for all taxes collected.
* Process all correspondence, including mailing license plates &/or decals, processing tax payments and sending receipts and answering any questions a person might have regarding real property taxes, special assessments, motor vehicle registration, etc.
* Assist the public at the counter and over the telephone with renewal of vehicle registration, transferring title ownership, collection of real property and/or mobile home taxes and special assessments (current and delinquent), provide and prepare documents to be sent by mail to persons who want to register their vehicles.
* Receipt in all moneys due the county. (Real property & mobile home tax payments, special assessment payments miscellaneous receipts for other moneys collected).
* All filing and recording required by performing the above duties.
* Log Mail and distribute appropriately.
* Review filed documents for dates and return those outdated.
* Prepare any reports as requested by the Treasurer.
* Help eligible elderly and disabled with freeze on assessed value of dwelling application.
* Prepare tax list books for use in the office.

**MINIMUM QUALIFICATIONS:**

* Employees are personally liable for all monetary shortages occurring as a result of failure to collect sufficient payment from customers.

**KNOWLEDGE:**

* Knowledge of accepted office practices.
* Knowledge of accepted communication practices including electronic, written, and verbal.
* Knowledge of basic motor vehicle processes.
* Knowledge of basic real estate transactions.
* Knowledge of cash transactions.

**SKILLS:**

* Must demonstrate excellent communication skills, written, electronic, and verbal.
* Must demonstrate excellent organizational skills.
* Must demonstrate the ability to quickly, repeatedly multi-task between many different programs and situations.
* Must demonstrate skills to operate an adding machine, calculator, credit card machine, typewriter, scanner, fax machine, copier.
* Must demonstrate skills to work within various computer programs specific to the office such as Bosonova, Microsoft Office, Excel and programs designed by the South Dakota State Department of Motor Vehicles.

**ABILITIES:**

* Must be able to frequently sit, walk, stand, bend, kneel, stoop, reach and lift, push or pull and manual dexterity is needed to type, write, use office machines, and answer telephone.
* Must be able to lift/move a maximum of 30 pounds unassisted, and lift/move a maximum of fifty pounds with assistance.
* Must have the ability to communicate effectively orally and writing with public and staff.
* The ability to talk and hear via the telephone and through face-to-face communication with public and staff multi-tasking with multiple interruptions.
* Ability to meet multiple strict deadlines with high stress situations in dealing with the public.
* Ability to have continuous face to face customer communication throughout the day.
* Ability to multi-task in fast paced environment.

**EDUCATION & EXPERIENCE:**

* High School Diploma or GED certificate.
* A minimum of one (1) year experience in customer service
* A minimum of two (2) years experience in monetary transactions

**ADVANCEMENT/PROMOTION:** Wages may increase with position advancement/promotion.

THIS POSITION DESCRIPTION SHOULD NOT BE CONSTRUED TO IMPLY THESE REQUIREMENTS ARE THE EXCLUSIVE DUTIES OF THE POSITION. INCUMBENTS MAY BE REQUIRED TO FOLLOW ANY OTHER INSTRUCTIONS, AND TO PERFORM ANY OTHER RELATED DUTIES AS MAY BE ASSIGNED.