

REQUEST TO FILL VACANCY

Position Vacancy Finance Assistant  
Department Finance  
Vacancy Result of: Resignation of M. Bettschneider

Please respond to each of the following or provide the requested item. Attach additional sheets if necessary.

1. Job Description
2. Departmental Organizational Chart
3. Severance Payout Calculations for Terminating Employee

Vacation	<u>\$ 47.82 x 16.64 = 795.72</u>
Sick Leave	<u>\$ 106.20 x .02 = 2.12 x 16.64 = 35.08</u>
Employee Retirement Recognition	<u>\$ _____</u>
Other	<u>\$ _____</u>
Total	<u>\$ 831.00</u>

4. Explain the effects of leaving the vacancy until severance is accumulated.

Department will remain short-staffed

5. Explain the effects of leaving the vacancy permanent or discussion of alternatives.

See above

6. Provide description of departmental discussions about the vacancy.

7. Estimated length of time to fill the position after approval.

30-45 days

8. Any additional comments?

\_\_\_\_\_  
Department Manager

\_\_\_\_\_  
Date

Request for filling of vacancy: \_\_\_\_\_ Approved

\_\_\_\_\_ Denied

\_\_\_\_\_  
Chairman, Brookings County Commission

\_\_\_\_\_  
Date

**POSITION TITLE:** Finance Assistant  
**DEPARTMENT:** Finance Office  
**REPORTS TO:** Finance Officer  
**FLSA STATUS:** Non-Exempt  
**WAGE GRADE:** 4

## **DESCRIPTION OF WORK**

### **General Statement of Duties**

Performs general financial duties involved in the receiving, recording, and balancing of county funds as well as general administrative duties for the Finance Office.

### **Supervision Received**

Under the direct supervision of the Brookings County Finance Officer and/or his or her designee.

**Examples of Duties:** (Any one position may not include all of the duties listed, nor do the listed examples include all duties which may be found in positions of this grade.)

- Serve as a receptionist greeting individuals, answering the telephone and entering data into the computer.
- Answer questions and inquiries and/or direct individuals to the appropriate personnel.
- Develop and maintain positive, professional relationships with the general public and other employees.
- Prepare correspondence to the public, other governmental agencies or departments as required.
- Process Department of Motor Vehicle business, which consists of noncommercial and commercial motor vehicles. Transfer titles and handle all auto and boat titling and licensing. File and maintain copies of all motor vehicle registrations and titles, duplicate titles, lien release, and lien notations. Mail out motor vehicle decals ordered by mail.
- Reviews and verifies all paperwork that is sent to the DMV for accuracy; handle rebuilt and abandoned vehicle work to include filing, forms, reports, etc; maintain current address information on motor vehicles.
- Prepare correspondence sent out to request additional necessary information from auto dealers or customers regarding the titling of vehicles or to request payment of delinquent penalties or taxes in the case of mobile home transfers; troubleshoot title problems as necessary by performing the necessary research.
- Assist with the issuance of delinquent real estate tax statements.
- Assist all other positions in the Finance Office as required; serve as back up for senior finance assistants in completing tasks when required.
- Compute, receive, and register monies from the public in payment for licenses, fees, tax assessments, and other charges to include calculation of sales tax.
- Balance individual cash drawer used in processing motor vehicle and tax collections..
- Research tax information for tax service and mortgage companies. Provide accurate information to the mortgage companies to ensure efficient tax payment processing.
- Assist with the processing of tax payments received from both individuals and mortgage companies. Apply payment to ensure efficient tax payment processing.
- Assists residents in election procedures including voter registration, absentee voting, and the use of election equipment (including electronic voting machines).
- Assist in the preparation and distribution of election materials such as voter registration books, signs, equipment, supplies etc.
- Uses computer programs to look up and/or enter voter registration and absentee voting information.
- Operate modern office equipment to include computer, calculator, telephone, photocopier, fax machine, etc.
- Attend seminars, training and meetings as deemed necessary.
- Perform duties in a manner consistent with safe practices and policies.
- Perform other such duties and functions as deemed necessary.

## **QUALIFICATION FOR APPOINTMENT**

### *Required Knowledge, Skills, and Abilities*

- Extensive knowledge of modern office practices, procedures, and equipment to include computer, typewriter, copy machine, fax machine, calculator, etc.
- Knowledge of general computer programs such as internet explorer, MS Outlook, MS Word and MS excel, and MS windows.
- Knowledge of local, state, and federal laws pertaining to the functions of the County Treasurer's and Auditor's Offices.
- Knowledge of bookkeeping and filing procedures.
- Ability to make mathematical computations.
- Ability to demonstrate good written and verbal communication skills.
- Ability to maintain a professional relationship with the general public and other employees.
- Ability to demonstrate good organizational skills.
- Ability to lift and/or move up to 10 pounds and occasionally lift and/or move up to 30 pounds.
- Ability to display good customer service skills.
- Ability to be bonded as an employee of Brookings County.

### **Education**

- High School Diploma, or GED Certification.

### **Experience**

- No less than two (2) years experience with secretarial functions.
- Experience in a financial clerk position preferred.

### **OR**

Any equivalent combination of education and experience as is acceptable to the hiring authority.

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*Commission Chairperson*

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*Date*