



## **SCHUYLER COUNTY CIVIL SERVICE DEPARTMENT**

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Lorry Johnson  
Personnel Officer

### **Job Vacancy**

# **Deputy County Treasurer**

## **Schuyler County Treasurer Department**

**LAST DATE TO FILE:** Applications accepted until position filled

**SALARY:** TBD commensurate with experience

**VACANCY:** At the present time, there is one anticipated full-time opening in the Schuyler County Treasurer's Office for a Deputy County Treasurer. Individual selected hold title of Deputy County Treasurer Trainee during training period and move into Deputy County Treasurer position once vacancy occurs.

**RESIDENCY REQUIREMENT:** Applicants **MUST** be residents of Schuyler County at the time of appointment.

**HOW TO APPLY:**

County employees who meet the suggested qualifications listed below and who are interested in the position should complete a Civil Service Application and submit it to the Civil Service office as soon as possible. **There is no Civil Service test for this position.**

**JOB DESCRIPTION:** This is an administrative position under the general administrative supervision of the County Treasurer with a high level of independent judgment allowed in planning and carrying out the details of the work, and which involves responsibility for all functions of the Treasurer's Office in the absence of the Treasurer; responsibility for updating the financial system and training department employees, responsible for delinquent tax collection and enforcement; responsible for back up of all department positions in case of absence.

**TYPICAL WORK ACTIVITIES:**

Will possess the powers and perform the duties of the Treasurer during the absence or inability of the Treasurer to act;

Consults in the formulation of department policies and has technical supervision in the areas of delinquent tax collection and enforcement;

Responsible for reconciliation of tax collection including balancing collectors returns, accounts payable, advertising, and preparation of delinquent lists, foreclosure notices, and tax deeds;

Calculates corporation taxes from Town tax rolls and compile combined bills for corporations from all towns;

Prepares vouchers for State owned lands for Town and County taxes and School taxes;

Serves as liaison between County and Town and School Tax Collectors;

Assists County Treasurer in preparation for auction and performance of duties at auction;

Possesses knowledge to perform duties of all departmental positions in case of absence or vacancy;

Serves as liaison between Department and Software provider;

Provides general departmental training and training related to computer updates;  
Does related work as required.

**SUGGESTED QUALIFICATIONS:**

- A. Graduation from an accredited college or university with a bachelor's degree in accounting and three years of experience in accounting including some supervisory experience; or
- B. Graduation from an accredited college or university with an associate's degree in accounting and five years of experience in accounting with some supervisory experience; or
- C. Seven years of accounting experience which includes payroll, general ledger, accounts receivable and payable and supervisory experience with a preference for experience in governmental accounting.

**OTHER QUALIFICATIONS:**

Good knowledge of current general and governmental principles, practices and terminology of accounting, financial administration and budgeting;

Thorough knowledge of office terminology, procedures and equipment;

Ability to plan and supervise the work of others;

Ability to communicate effectively orally and in writing;

Ability to operate a personal computer including use of word processing and spreadsheets;

Ability to develop training protocol;

Ability to establish and maintain cooperative relations with others;

Ability to maintain confidentiality where required;

Ability to perform close detail work involving considerable visual effort and strain;

Honest, courteous and tactful;

Physical condition commensurate with the demands of the position.

Applications and announcements are available at [www.schuylercounty.us](http://www.schuylercounty.us) or the  
Schuyler County Civil Service Office 105 Ninth St., Unit 21, Watkins Glen, NY 14891  
(607) 535-8190

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