

**Jefferson County
Position Description**

Name:	Departments: County Treasurer and Planning & Developments	
Position Title: Chief Deputy Treasurer & Administrative Specialist II	Pay Grade: 5	FLSA: Non-exempt
Date: October 2025	Reports To: County Treasurer and Planning & Development Director	

Purpose of Position.

The duties of this position are shared between the Treasurer's Office and the Planning and Development Department. The purpose of the Chief Deputy Treasurer position is to receive and deposit all county funds and to assist the Treasurer in fulfilling the responsibilities of the office. The Administrative Specialist II position prepares and coordinates tasks essential for producing accurate records and reports, creating tax bills, and assisting with taxing and assessing processes.

Essential Duties and Responsibilities.

The following duties are normal for BOTH the Treasure and the Planning and Development departments. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Shared Duties and Responsibilities:

- Provides excellent customer service to the public via phone, email, and in person. Greets the public, answers general questions, processes mail, orders supplies, and manages telephone inquiries, taking messages or transferring calls as appropriate.
- Provides guidance and training as needed; implements operational policies, goals, and objectives for the department.
- Ensures office procedures comply with federal, state, and county laws, ordinances, rules, and regulations, including confidentiality requirements.
- Generates reports as requested by the public, explains public records, and interprets maps.
- Updates property ownership, tax, and assessment records; assists in tax bill creation, including special assessments and charges; prepares certified tax statements.
- Prepares and coordinates accurate records, reports, and tax bill creation.
- Adheres to and promotes safety as a priority in the workplace.
- Demonstrates dependable attendance.
- Perform other duties as assigned or as may develop.

The following duties are normal for the TREASURER OFFICE. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Chief Deputy Treasurer (Treasurer Office):

- Performs the duties of the Treasurer in their absence per Wisconsin Statutes and attends meetings on their behalf.
- Assists with tax settlements with local treasurers.
- Provides information to abstract companies and municipal officials regarding real estate taxes, lottery tax credits, delinquent taxes, and assessments.
- Receives and posts tax payments and revenues from other County Departments.
- Reconciles monthly bank statements with department records, prepares and reconciles daily bank deposits, monitors monthly statements, and transfers funds to appropriate accounts.
- Prepares delinquent tax lists and notifies landowners of delinquent taxes; compiles monthly delinquent tax lists from prior years.
- Prints and mails lottery tax credit pre-certifications; enters returned lottery tax credits into the system.
- Balances and compiles monthly and quarterly reports of court fine and forfeiture records.
- Prepares Register of Deed and Register in Probate fees received and calculates amounts due to the County and State.
- Certifies delinquent drainage assessments and agricultural land conversion charges annually.
- Enter invoices into the County financial system.
- Coordinates with the Department of Revenue and other agencies regarding tax reporting, distributions, and compliance requirements.

The following duties are normal for the PLANNING AND DEVELOPMENT DEPARTMENT. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Administrative Specialist II (Planning and Development Department):

- Assists the Real Property Lister in maintaining and updating countywide parcel mapping and land records databases.
- Assists with the recording and indexing of land-record documents (e.g. plat of surveys).
- Provides information to abstract companies and municipal officials regarding real estate taxes, lottery tax credits, delinquent taxes, and assessments.
- Ensures office procedures comply with federal, state, and county laws, ordinances, rules, and regulations, including confidentiality requirements.
- Assists in the annual preparation and submission of assessment roll data to the Wisconsin Department of Revenue.
- Prepares starting property assessments for the Assessor.

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

- Assists with initiating property assessments for the Assessor.
- Participates in cross-training to perform related functions outside of core treasury responsibilities.

Minimum Training and Experience Required to Perform Essential Job Functions

- Two to three years related experience; and/or
- Associate's degree and one-year related experience; or
- An equivalent combination of education and experience.

Preferred Training and Experience Required to Perform Essential Job Functions

- Four years' related experience and/or training; or

- Associate's degree and two to three years' related experience; or
- An equivalent combination of education and experience; and
- Experience working in a county or municipal government setting preferred.

Other Requirements – Certificates/Licensures

- Must pass a criminal background check.
- Must pass a credit check
- May be required to sign a confidentiality agreement or oath of office.
- Must be bondable and maintain an active surety bond as a condition of employment.
- Must be appointed by the County Treasurer and maintain deputized status throughout employment.

Knowledge, Skills, Abilities

- Knowledge of accounting principles and practices, including cash handling, reconciliation, and auditing procedures.
- Knowledge of property tax statutes and procedures, including delinquent tax collection processes.
- Knowledge of banking procedures, investment practices, and working effectively with investment specialists.
- Knowledge of laws, regulations, and agency rules related to government accounting, budgeting, financial reporting, and property listing.
- Knowledge of legal descriptions and the ability to interpret maps for property-related transactions.
- Knowledge of administrative practices and procedures; business English, spelling, grammar, and professional correspondence standards.
- Knowledge of operation of office equipment and computer applications, including word processing, spreadsheets, databases, scanning, and presentation software.
- Knowledge of county government organization and operations, and interrelationships between governments and the community.
- Knowledge of principles and practices of customer service, including assessing needs, meeting quality standards, and evaluating satisfaction.
- Skill in maintaining a high degree of accuracy in financial records, numerical data, and land records.
- Skill in organizing and prioritizing workload, developing action plans, and meeting deadlines.
- Skill in preparing accurate reports, correspondence, and supporting documentation.
- Skill in using financial and office software to process, analyze, and present data effectively.
- Skill in reviewing and reconciling data for accuracy and consistency between multiple record systems.
- Skill in communicating clearly and professionally, both verbally and in writing, with taxpayers, realtors, title companies, lending institutions, County staff, and the general public.
- Ability to apply common sense understanding to carry out written, oral, or diagram instructions.
- Ability to interpret and apply statutes, policies, and procedures relevant to treasury and property listing functions.
- Ability to read and interpret handwritten documents, including cursive script, for accurate data entry and archival review.
- Ability to perform accurate mathematical calculations, including percentages, interest, proportions, and other financial figures.

- Ability to read and interpret documents such as safety rules, operating instructions, and procedure manuals.
- Ability to speak effectively before groups of customers or employees.
- Ability to work independently and collaboratively in a deadline-driven environment.
- Ability to maintain confidentiality and handle sensitive taxpayer and financial information with discretion.
- Ability to exercise sound judgment in routine and non-routine situations.
- Ability to reliably and predictably carry out assigned duties.

Supervision

- Assumes the duties of the Treasurer in their absence.

Physical Demands. *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties and responsibilities of this job. Reasonable accommodation may be provided to enable individuals with disabilities to perform the essential duties and responsibilities.*

- Ability to sit for extended periods while performing computer-based and clerical tasks.
- Ability to use hands to finger, grasp, handle, or feel objects and operate standard office equipment.
- Ability to talk and hear in person and by telephone.
- Ability to occasionally stand, walk, stoop, or kneel when retrieving or organizing files, supplies, or tax materials.
- Ability to occasionally lift, move, push, or pull up to 10 pounds, such as boxes of paper or office supplies.
- Ability to see clearly at close range and at a distance.
- Ability to distinguish colors, adjust focus, and perceive depth when reviewing documents or materials.

Work Environment. *The work environment characteristics described here are representative of those an employee encounters while performing the essential duties and responsibilities of this job. Reasonable accommodation may be provided to enable individuals with disabilities to perform the essential duties and responsibilities.*

- Work is primarily performed in a standard office setting with frequent use of computers and other office equipment.
- Occasionally required to work extended hours, evenings, or weekends during tax-season cycles or peak deadlines.

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

I have read and understand the duties of this job description and, by signing below; I agree that I can perform the duties of this position with or without reasonable accommodation.

Employee

Date

Supervisor

Date