



## POSITION DESCRIPTION

1310

<b>Position Title:</b>	<b>Auditor/Treasurer Assistant</b>	<b>Department:</b>	<b>Auditor/Treasurer</b>
<b>Pay Grade:</b>	<b>N/A</b>	<b>FLSA:</b>	<b>Non-Exempt</b>
<b>Date:</b>	<b>March 2018</b>	<b>Reports To:</b>	<b>Auditor/Treasurer</b>

### PURPOSE OF POSITION:

Provide assistance in the Auditor-Treasurer Office during election and tax collection peak periods.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

**The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

Assist with payment of property taxes, including verifying payments and posting tax receipts.  
Assist with name changes for all parcels in the data base  
Assist residents with processing over the counter and mail absentee ballots  
Accept and reject absentee ballots  
Assist with testing election programs through the M100 Ballot Counter and AutoMark equipment  
Assist with assembling and distributing election supplies  
Assist with the maintenance of the Minnesota Statewide Voter Registration System election database.

### ADDITIONAL DUTIES AND RESPONSIBILITIES:

**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.**

Performs other Auditor/Treasurer office tasks as assigned

### MINIMUM TRAINING AND EXPERIENCE REQUIRED TO PERFORM ESSENTIAL FUNCTIONS:

The job requires a high school diploma or GED with a minimum of one year of experience in an office setting. This is a fast paced office, so there are frequent work interruptions that can disrupt concentration and that require extra care when checking work. Requires customer service skills. Experience using Microsoft Office software preferred.

### Physical Requirements:

Must be able to operate a variety of automated office machines and equipment. (ie: computer, printer, copier, scanner, 10 key adding machine, calculator and postage meter.) Skill to utilize mathematical formulas; add and subtract; multiply and divide totals; determine percentages, time, and weight. Must be able to lift up to 40 lbs, capable of lifting and reaching to obtain various items.

Physical demand requirements are at levels of those for office work.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

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