

Lac qui Parle County

Job Description

<u>Job Title:</u>	Deputy ATC/License Center Specialist
<u>Department:</u>	County Auditor-Treasurer-Coordinator
<u>Reports to:</u>	Auditor-Treasurer-Coordinator
<u>Supervises:</u>	None
<u>Job Type:</u>	Full time/hourly; Union.
<u>Hours/Days:</u>	35 hours per week; Monday-Friday. Work schedules (hours and days) and location are subject to change based on department needs.
<u>Summary:</u>	Under limited supervision, performs complex duties relating to the application and interpretation of regulations, procedures and standards governing the work of the Auditor-Treasurer-Coordinator Office. Responsible for overall coordination of the License Center functions (Driver's License, Motor Vehicle Title/Registration, DNR). Staff lead for Ditch System accounting and property/casualty insurance functions. Primary support staff for property transfers/deed/mortgage processing, disbursements/accounts payable, and elections administration. Assist in the areas of finance and property tax administration.

Minimum Qualifications

- High School Diploma/GED and 3 years of experience in a public or private entity engaged in property records, taxation, assessment, governmental licensing, elections, real estate, accounting, finance, or related field.
- Excellent interpersonal and communication skills.
- Computer skills with proficiency in Microsoft Office.
- Valid Class D driver's license and proof of auto insurance.
- Must submit to criminal/civil history background check at County expense prior to beginning employment*.

*(*not applicable to current employees transferring into this position)*

Equipment/Materials/Tools

This position will use the following equipment to perform the various duties: general office supplies, computer, printer, calculator, telephone, copy and fax machine, electric letter opener, numbering machine, document imaging equipment, document shredder, and postage machine.

Desirable Experience

- More than five years of experience in a public or private entity engaged in property records, taxation, assessment, governmental licensing, elections, real estate, accounting, finance, or related field.
- Experience using software specifically for taxation, recording, assessment, GIS, or licensing.
- Experience developing procedures to comply with statutes, laws, and/or regulations.
- Experience in customer service, including explaining complex policies, calculations, and regulations to customers and internal staff.

Essential Job Functions

A. License Center Duties:

- Serve as staff lead for all department functions relating to the License Center - perform, lead and coordinate the activities and tasks related to the Deputy Registrar, Driver's License Agent, and DNR Registration Agent (snowmobile, boat, and ATV) functions of the department.
- Perform, lead, and coordinates the activities and tasks to assist customers - evaluate, prepare, and process forms; register, title, and transfer vehicles; issue licenses, license plates, permits, decals and tabs; collect taxes and fees; prepare documents and reports of motor vehicle and recreational vehicle licenses, driver's licenses and DNR licenses; performing necessary calculations and coding.
- Examine documents for compliance with regulations – regarding authenticity, completeness, and consistency; determine if documentation provided is fraudulent.
- Audit, lead, process, and coordinate processes for submission of daily, weekly, monthly, and yearly required reports – including submission of timely daily deposit in the State depository.
- Lead, process, and coordinate processes for cash management – cashiering duties including acceptance of mail and in-person payments; record receipts in proper accounts; daily reconciling of cash register; maintain office change fund for cash drawers, including daily balancing.
- Lead, process, and coordinate processes to manage inventory – order and maintain inventory of plates, stickers, and necessary forms; ensure safe-keeping of inventory; monthly and yearly inventory for State reports.
- Assist with maintenance of low error rating from the State to ensure Deputy Registrar registration designation within the County.
- Assist in development of office procedures and ensure staff understanding and compliance.
- May serve on various task forces and committees to provide information and expertise in the area of assignment.
- Make recommendations to department head concerning policies and procedures.
- Prepares correspondence, recommends and evaluates the efficacy of new technology.

B. Ditch Administration - coordinates, supervises and performs county and joint drainage ditch duties.

- Serve as the staff lead for functions relating to ditch administration.
- Provide direction, guidance, advice, analysis and assistance to county departments, the LqP-YB Watershed District, and elected officials regarding judicial, county, and joint drainage ditch matters.
- Provide management reports to assist with financial planning and budget management.
- Maintain the county and joint drainage ditch benefits and assessments and all other county and joint drainage ditch records including posting receipts and disbursements to ditch fund accounts, preparing periodic balance sheets for each drainage system, preparing annual ditch assessments/liens for the assessing of land owners, maintaining and entering ditch levies in county property tax system, calculating and computing ditch assessments, reporting, and other related county and joint drainage ditch activities.
- Prioritize duties, responsibilities and tasks in order to complete all necessary work by the deadlines set by state statutes, rules and guidelines.
- Analyze county and joint drainage ditch data, design, and prepare a variety of statements and reports for internal and external use. Prepare and submit a variety of reports to state and federal agencies to ensure compliance with the reporting requirements of state statutes, rules and guidelines.
- Research, interpret, and implement legislative changes (laws and statutes) from the Minnesota Legislature.

C. Accounts Payable Duties

- Support other staff for functions relating to disbursements - perform, assist, and coordinate the activities and tasks associated with all disbursements of County funds, including printing checks, preparing claim forms, obtaining appropriate Department Head/Supervisor approval, selection of accounting codes, and mailing of checks; ensure that adequate inventory of check stock, envelopes, and postage are available for disbursements; prepare warrant registers for County Board and ATC approval; review disbursement data submitted by other county staff for correctness, completeness, and propriety.
- Maintain all disbursement records – accept, organize, and file disbursement data including warrant registers, invoices, good claim forms, and purchase orders; monitor retention of necessary documents to ensure compliance with County policy and state requirements.
- Annual 1099 reporting – flag applicable disbursements, compile vendor information, and electronically process Form 1099 for all necessary vendors and report to the IRS; monitor and review data entered into the accounting system by other county staff; make corrections as necessary.

- Sales tax reporting – monitor disbursements for which the County is subject to sales tax payable to the State; process, review, and submit monthly sales tax reporting to the State, including gathering applicable data from other county departments.
- Audit claims for payment - audit all daily, weekly, and monthly claims requesting County payment; investigate bills/invoices as necessary to determine propriety and report accordingly to the ATC; ensure that appropriations and large requests for payment are within budget and/or properly authorized prior to disbursement of County funds.
- Correctly flag disbursements as payable at year-end through consistent and accurate application of accounting principles and department policy.

D. Risk Management Duties

- Serve as staff lead for all department functions relating to property/casualty insurance coverage.
- Maintain the master list of all equipment, buildings, land, and other assets covered by MCIT.
 - Submit additions/deletions/modifications to MCIT. Ensure uniform and acceptable minimum coverage for all covered assets.
 - Utilize the accounting system to monitor revenues and expenditure transactions to identify needed master list changes.
 - Maintain awareness of coverage changes through participation in MCIT coverage reviews and other available training. Notify County staff if changes in coverage impact individual departments.
- Submit coverage claims to MCIT.
 - Work with other County staff to complete insurance claims, including identification of covered losses and submission of necessary documentation.
 - Obtain necessary repair quotes and arrange for repairs with vendors.
 - Ensure that MCIT coverage has been applied fairly, and that payment for each claim has been received.
- Complete annual Risk Management Reports for MCIT by working with individual departments to compile all necessary data.
- Complete annual update of EDP (Electronic Data Processing) coverage by working with individual departments to review/edit EDP inventory.

E. Elections Administration

- Serve as primary support staff for all of the elections functions of the office.
- Perform elections duties in the absence of the Property Records Specialist.
- Elections duties may include voter registration, absentee voting, and election reporting.
- Performs other election duties as assigned which may require work on election night and weekends.

Secondary Job Functions

- A. Other Licenses – Provide department support for functions relating to other licenses, including Alcohol, Auctioneer, Gambling, Transient Merchant, and Tobacco License Duties.
- B. Customer Service Administration Duties
- Answers telephone and counter customer inquiries related to the various functions of the office.
 - Responds to internal and external inquiries and requests for information.
 - Maintains compliance with retention schedule for safekeeping of permanent and disposing of non-permanent records of the office, in accordance with local, state and federal laws.
 - Maintains compliance with data provided to the public or others in the County conforms to the Data Practices Act, County ordinances, department policy or state and federal law.
 - Maintains communication with various federal, state, and county agencies and departments.
- C. Other Duties of a Similar Nature or Level
- Provides Notary services to the public.
 - May attend day, evening and/or overnight events (such as hearings, meetings, trainings and/or conferences) representing the department and the County.
 - Prepare correspondences, reports, agendas and proceedings as assigned or apparent.
 - Overtime may be required and will be at the discretion of the Department Head.
 - Extensive reading and research may be required.
 - Maintains a neat and orderly work area.
 - Maintains a pleasant, positive and professional working relationship with all County employees.
 - Employee is responsible for maintaining a safe environment for self and others and is accountable for such as described in the County AWAIR Program Policy.
 - Regular and punctual attendance is essential to the maintenance of a smooth and consistent workflow of these employees' responsibilities and the functions of the department as a whole.
 - Other such duties as assigned.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment of the position.