



**FRANKLIN COUNTY JOB POSTING**  
**Deputy Treasurer – Cashier / Financial Specialist**

<b>Open Date:</b> May 6, 2022	<b>Location:</b> Franklin County Courthouse 1016 N 4 <sup>th</sup> Ave, Pasco, WA
<b>Close Date:</b> May 23, 2022	<b>Type:</b> Full-Time, Bargaining
<b>Reports to:</b> Chief Deputy Treasurer	<b>FLSA Status:</b> Non-Exempt
<b>Salary and Benefits:</b> Grade 12, Starts at \$18.51/Hour; Full Benefits Package	

**SUMMARY**

The Deputy Treasurer - Cashier/Financial Specialist provides customer service to internal and external customers by performing a variety of administrative and technical support activities contributing to efficient office operations in support of the defined goals and objectives of the Treasurer’s Office.

**ESSENTIAL FUNCTIONS OF THE JOB**

- Processes excise documents received according to established policies, procedures, and in compliance with applicable regulations and submit daily excise report to the Washington Department of Revenue.
- Provides customer service and performs department functions by responding to requests, inquiries, or questions by researching, reviewing, analyzing, tracking, or reconciling and communicating policy interpretation, sharing detailed and/or technical information, making recommendations, and providing advice, reports, or answers in scope of knowledge or authority or referring to appropriate individual.
- Maintains records including files, lists, logs, and other recordkeeping systems utilizing computerized and manual systems that provide for proper evaluation, control, and documentation of assigned operations according to current department and County practices.
- Pursues self-development and continuing development of skills and knowledge by attending ongoing educational workshops, reviewing professional or technical publications, and establishing personal networks.
- Processes and deposits receipts and fees for other County departments and districts using integrated software and established procedures, balance daily cash drawer, and prepare funds for deposit. Processes accounts payable and customer refunds and creates and delivers refund and deficiency related correspondence.
- Processes Advance Travel Requests from County departments according to established policies, procedures, and in compliance with applicable regulations.
- Acts as liaison for internal and external contacts and may represent the Franklin County Treasurer to the community, County Commissioners, title companies, attorneys, and with news media. Provides advice or recommendation to County management regarding expertise or assigned area.

**KNOWLEDGE, SKILLS, AND ABILITIES**

- General knowledge of laws and regulations, County policies and procedures, as well as principles, practices, procedures, techniques, terminology, and related tools and technology as they relate to area(s) of assignment including deeds, excise tax, and cash handling.
- General knowledge of principles and practices of governmental fiscal management including budget preparation, expenditure control, and sound recordkeeping.

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- Proficient skills in accepting checks, cash, and other forms of payment from customers, maintain balanced assigned cash, and prepare funds for deposit according to current department and County practices.
- General skills in troubleshooting and resolving issues or problems by analyzing information, identifying alternative solutions, interpreting compliance documentation, projecting consequences of proposed actions, and implementing recommendations in support of goals.
- General time management and mental and physical organization skills that support the ability to focus, have clarity, and use strategy to fulfill a variety of tasks successfully.
- General skills in data entry, typing, and in the following programs or systems: Microsoft Office Suite, the internet for research, tax property software and imaging, and the ability to learn and use the current County-wide enterprise resource planning software, tax software, and title company software for submitting excise information.
- Ability to maintain the confidentiality of sensitive or confidential information.
- Ability to write and speak clearly and concisely, to express ideas and recommendations effectively orally and in writing, and communicate department, technical, or industry information, policies, requirements, and procedures in a language understood by co-workers and the general public.
- Ability and willingness to establish and maintain communication and working relationships with peers, representatives from other agencies, vendors, public officials, and the general public using courtesy, tact, and discretion.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work may be performed in the following environmental conditions:
  - constantly in an office environment.
- The noise level in the work environment is usually quiet to moderate, a typical office environment.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The person in this position must be able to

- spend the following amount of time in an activity:
  - constantly: stand or sit for extended periods of time, talk or hear, and use hands, fingers to handle or feel, or operate equipment or tools, and
  - occasionally: reach with hands and arms.
- occasionally carry or transport up to 20 pounds.
- have the following vision abilities:
  - have close vision (from one to twenty inches).

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**QUALIFICATIONS**

**REQUIRED EDUCATION AND EXPERIENCE**

- High school diploma or GED.
- One year of office and/or clerical experience.

OR

- Any combination of education and experience which would provide the applicant with the desired knowledge, skills, and abilities required to perform the job.

**PREFERRED EDUCATION AND EXPERIENCE**

- Associate's degree.
- Experience working with deeds, excise tax, and cash handling.

**LICENSES, CERTIFICATES, AND OTHER QUALIFICATIONS**

- Employment at Franklin County is contingent upon the results of a background check and eligibility for coverage by the County's liability insurance carrier. Depending upon the position, background checks may include personal and professional references, social security verification, education and professional licensing verification, financial history, and criminal history.
- Valid driver's license if driving a vehicle for County business.

**OTHER DUTIES DISCLAIMER**

The statements herein describe the principal functions of this job, level of knowledge and skills typically required, scope of responsibility, work requirements and working conditions, but are not all-inclusive. Individuals may perform other duties and Franklin County, Washington reserves the right to modify, add or remove duties, and assign other duties as necessary, including work in other functional areas to cover absences or relief, to equalize peak work periods, or to otherwise balance the workload.

*Refer to Franklin County Website for complete job posting and application instructions.*

*APPLICANTS MAY PICK UP AND RETURN THE APPLICATION TO:*

*Franklin County Human Resources • 1016 N.4th Avenue, A101 • Pasco, WA 99301 • 509-546-5813*

*OR DOWNLOAD FROM THE COUNTY WEBSITE AT: [www.co.franklin.wa.us](http://www.co.franklin.wa.us)*

*E-MAIL COMPLETED APPLICATION PACKAGE TO: [hr@franklincountywa.gov](mailto:hr@franklincountywa.gov)*

*Selection based on qualifications, interview, background checks and drug screening, where applicable.*

**FRANKLIN COUNTY IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER**

If you require an accommodation in the recruitment process or an alternate format of application materials, please contact the Human Resources Department at 509-546-5813.