



Rio Arriba County

JOB DESCRIPTION VACANCY

TREASURER TECHNICIAN III

DEPARTMENT:	TREASURER'S OFFICE
PRIMARY LOCATION:	ESPANOLA
SALARY CLASSIFICATION:	[C-05 PER-SCHEDULE]
SALARY:	\$19.29 TO \$24.94 HOURLY / \$40,123.20 TO \$51,875.20
POSITION STATUS:	FULL TIME
FLSA CLASSIFICATION:	NON EXEMPT
CLOSING DATE:	OPEN UNTIL FILLED
POSTING DATE:	01 APRIL, 2025

The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by employees in this classification; only to provide a summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties. This is not an all-inclusive list of all responsibilities, duties and skills required of personnel in this classification. Duties, responsibilities and activities may change at any time with or without notice.

Primary Summary:

Under the general supervision of the County Treasurer or designee, Treasurer Tech will provide customer support to the public, in persons and via the use of technology. Work involves providing support on varied treasury functions in a busy, and hectic work environment.

Duties and Responsibilities:

- Provide courteous and professional customer service in person, telephone and through other relevant technologies.
- Use email in a professional and appropriate manner.
- Correspond via email or mail received.
- Properly handle cash and give correct change in cash transaction. Cash collection being the primary focus of daily balancing on all collections made during the day
- Responsible for Tax Payment Collection and posting: using various forms of payments (via in person, telephone, and mail) by means of cash, check, money order and credit card.
- Works with Assessor's Office in any changes updating Tax Roll, omitted assessments, double assessments etc.;
- Works with Mortgage Companies ensuring payments are applied to proper accounts.
- Acts as financial information source to department staff members and County employees as needed
- Responsible for Daily Balance of Payment Collection and preparation of the daily Bank Deposit.
- Contact tax payers on overdue tax accounts.



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- Maintain accurate records about the customers payment status.
- Independently carries out office routine; able to prioritize job tasks and able to multi-task office duties;
- Maintains confidentiality of all privileged information.
- Contributes to a team effort.
- Be a Team Player in a very busy Office.

Minimum Qualifications:

- High School Diploma or GED
- Shall maintain a valid New Mexico driver's license while employed with RAC
- Must successfully complete a background investigation
- Must not be convicted of a felony
- Must successfully pass a drug screening

Recommended Qualifications:

- Experience in Microsoft Outlook; Microsoft Word/Excel
- Ability to operate office equipment and computers;
- Basic math skills; experience handling money;
- Two (2) years of full-time, increasingly responsible experience in finance and accounting.
- Equivalent to an Associate's degree in accounting or finance.

Knowledge, Skills and Abilities:

- Perform responsible and difficult account entry and recordkeeping work.
- Verify, reconcile, and balance a variety of records and information.
- Track and monitor budget as assigned.
- Review a variety of financial transactions in accounting and investments.
- Establish and maintain records, data files, and prepare reports.
- Understand and apply a variety of records and information.
- Assist in the preparation of financial statements, analyses, and budget reports.
- Ability to act in an independent and conscientious manner using sound judgment
- Ability to handle multiple tasks and meet deadlines
- Ability to communicate effectively, both orally and in writing
- High attention to detail and organization.
- Knowledgeable of Rio Arriba County Policy Handbook
- Ability to be Bonded

Physical Demands:

While performing the duties of this job, the employee routinely sits, stands, walks, talks and hears. The employee regularly uses manual dexterity and visual acuity to complete tasks. The employee may occasionally lift and/or move up to fifty (50) pounds. If an item is above fifty (50) pounds in weight then two or more County staff members will team up to lift the



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object.

Work Environment/Conditions:

Work is performed in a professional office environment with a moderate noise level, and occasionally working under stressful conditions, possibly and for extended periods of time. This position is routinely exposed to Visual/Video Display Terminal (VDT) and extensive personal computer and phone usage. Evening, holiday, and weekend work outside of normal business hours "may" be required as well as travel and attendance at meetings.

County position requires the following professional skills and abilities as key and necessary elements of performance. Employees are required to:

- Demonstrate regular and reliable attendance
- Work well with others and participate fully in a team-oriented environment
- Interface with other employees and customers in a courteous and respectful manner
- Project positive support of their department and all county organizations at all times
- Maintain and enhance the county's commitment to customer service excellence

Working Conditions for individual positions in this classification will vary based on each departments' utilization, essential functions and the recruitment needs at the time a vacancy is posted. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

Conditions of Employment:

Successful completion of thorough background investigation. Must pass a pre-employment drug screening and MVD check. Employees must comply with the safety guidelines of the county and follow the HIPPA Guidelines Manual - Policies and Procedures. Must possess and maintain a current driving course certificate from Rio Arriba County or must pass and receive a defensive driving course certificate within (30) days of the date of hire as a condition of continued employment.

**Please send an e-mail with your Letter of Interest,
Resume and Job Application to:**

JobApplications@rio-arriba.org



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*P.O. Box 127 * Tierra Amarilla, New Mexico 87575 * Phone (575) 588-7254 * Fax (575) 588-7810*

*Espanola Annex * 1122 Industrial Park Road * Espanola, New Mexico 87532 * Phone (505) 753-2992 * Fax (505) 753-9397*
