Position Title: Administrative Specialist II
Reports to: County Treasurer
FLSA Status: Nonexempt

BASIC FUNCTION: This position is the first contact the public has with the Treasurer’s office, serving customers at the customer service desk, by telephone or in correspondence in the area of excise and tax and cash receipting functions. The employee in this position may be assigned primary responsibility in the areas of excise, receipting and/or administration. Regardless of the assigned area of specialization, the employee in this position is cross-trained and backs up the other Customer Service Specialists within the scope of the requirements of the Washington State Auditor’s guidelines. Work is performed under the general supervision of the Treasurer. As a public employee, they will adhere to the highest standard of ethics in accordance with RCW 42.52.

MINIMUM QUALIFICATIONS: High school diploma or equivalent and three years’ general office work experience with emphasis on math and accounting skills, or any equivalent combination of education and experience that demonstrates the ability to perform the essential functions of the job. Prefer a candidate with strong organizational, communication and computer skills.

PRINCIPAL DUTIES - Asterisk designates essential function:

Excise:
*1. Provides excise information to the public by telephone, correspondence, or in person. Processes over-the-counter and mail transactions involving various types of deeds, easements, bills of sale, Real Estate Tax Affidavits and the Revised Code of Washington (RCW). Deals daily with attorneys, title companies, escrow agents and the Department of Revenue, State of Washington.
*2. Verifies information on legal conveyances, compares with Real Estate Excise Tax Affidavits for accuracy, processes in accordance with Revised Code of Washington (RCW). Enters and edits reports and information on computerized cashiering and record keeping systems. Responsible for cash transactions totaling approximately $10,000,000.00 per year.
3. Maintains department manual of Washington Administrative Codes (WAC) communications, and ensures that other Customer Service Specialists are aware of changes. Notifies attorneys, title companies and escrow agents of any changes.
4. May train and direct personnel in Excise responsibilities and the use of the cashiering/computer system.

Cashiering:
*1. Receipts all cash transactions for County Current funds and the 138 Special and/or Junior Taxing Districts in San Juan County. Requires many contacts per day with the public, financial institutions, schools, Junior Districts and other County departments. Also processes tax payments received by mail and over the counter totaling in excess of $ 35,000,000.00 per year. Prior to receipting must verify checks or bank deposits to coincide with transmittals and
Position Title: Administrative Specialist II, Treasurer’s Office

check for accuracy in BARS numbers from the General Ledger in the Auditor’s office. Meets and deals with the public in sometimes stressful or difficult situations.

*2. Balances Cash/Payment transactions daily within CORE Cashiering and prepares deposits and reports in accordance with Washington State Auditors guidelines.

*3. Balances and redeems daily Warrants and Treasurer’s Checks from Islanders Bank using Eden Financial System for an average of $6,000,000.00 Monthly

4. Processes requests for refunds from County Departments and Junior Districts using Eden Financial System.

5. May train and direct personnel in Cashiering/Cash Receipting responsibilities and the use of the cashiering/ computer system.

Administration/Accounting:

*1. Assists members of the Auditor’s and Treasurer’s accounting staff as needed. Responsibilities may include: processing general journal entries, updating spreadsheets, verifying reports, entering data, filing and more.

2. Picks up and distributes mail for the Treasurer’s office. Takes outgoing mail to the post office. Takes daily tax and general deposits to the bank.

*3. Monthly reconciliation of Bank Statements which includes over 750 individual items.

4. Provides administrative assistance to the Treasurer.

Other Responsibilities: Assigned to Various Personnel as Outlined by State Auditor

*1. Processes investment acquisitions and liquidations through State of Washington Local Government Investment Pool and local banks. Updates spreadsheets and associated records. Distributes interest earned monthly to County Departments and Junior Districts

*2. Prepares Monthly REET (Real Estate Excise Tax) Transmittal to State of Washington Department of Revenue.

*3. Audits Sales Tax and Hotel/Motel Revenue from the State of Washington Department of Revenue and issues required reports.

*4. Audits Personal Property subject to Distraint (by RCW), monitors collection activity and reports changed or closed accounts to Personal Property deputy in the Assessor’s Office. Works closely with the Assessor’s office to maintain proper records on Personal Property.

*5. Maintains records for Real Property Accounts subject to Foreclosure (by RCW), monitors collection activity, requests Title Reports, prepares legal documents for Prosecuting Attorney to be filed prior to Foreclosure processes. Assists Treasurer in conducting Annual Tax Sale.

6. May train and direct personnel in Foreclosure responsibilities and collection activities.

7. Performs other duties as assigned.

8. Performs work with the highest ethical standards, in accordance with RCWs 42.23.020-070, 42.17, 42.52 and the San Juan County Personnel Rules, providing courteous and efficient service.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the County as the needs of the County and requirements of the job change. Weekly hours may vary based on job requirements.

PHYSICAL AND MENTAL REQUIREMENTS: Requires sustained standing, waiting on counter customers; and sustained sitting, performing data entry on computer. Requires lifting boxes weighing up to 15 pounds. Requires continuous hand and finger movement. Requires visual acuity to within 20 inches. The employee must be able to talk and to receive and understand written and oral communication and give written and oral instruction. The position requires the ability to calculate mathematical and accounting functions.
### Equipment Requirements

<table>
<thead>
<tr>
<th>Equipment/Tool</th>
<th>No. of Hours</th>
<th>Frequency of use</th>
</tr>
</thead>
<tbody>
<tr>
<td>Computer</td>
<td>up to 8</td>
<td>Daily: X, Weekly: X, Monthly:</td>
</tr>
<tr>
<td>Calculator</td>
<td>up to 4</td>
<td>Daily: X, Weekly: X, Monthly:</td>
</tr>
<tr>
<td>Telephone / Fax</td>
<td>up to 3</td>
<td>Daily: X, Weekly: X, Monthly:</td>
</tr>
<tr>
<td>Copy machine</td>
<td>up to 1</td>
<td>Daily: X, Weekly: X, Monthly:</td>
</tr>
</tbody>
</table>

**Working Conditions:** Normal office situation.