

Jurisdictional Class: Pending Jurisdictional Classification (PJC)
Adopted: May 15, 2018
Revised: July 13, 2018

DEPUTY TREASURER – FIRE DISTRICT

DISTINGUISHING FEATURES OF THE CLASS: This position is appointed by the Board of Fire Commissioners. The incumbent assists the Treasurer with a variety of financial record keeping, accounting and disbursement functions. This is a responsible position with leeway allowed for the exercise of independent judgment in performing the duties of the position as prescribed for by law. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Assist with maintaining custody of and disbursing funds of the fire district;
Assist with deposits of all incoming funds in the manner prescribed by law;
Assist with substantiating records and materials, such as receipts, orders, vouchers, cancelled checks, etc.;
Completion of reports and other documents as needed by the Board of Fire Commissioners;
Assists with yearly budget and financial reports;
Uses computer applications, e-mail and database software in performing work assignments;
Files, records meetings, provides copies of reports and budgets as needed by the Board of Fire Commissioners;
Performs a variety of related duties as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:

Good knowledge of accounting principles and practices;
Good knowledge of office terminology, procedures, and equipment;
Ability to understand and follow oral and written directions;
Ability to make arithmetic computations accurately;
Ability to prepare and maintain accurate records;
Ability to type accurately;
Ability to write legibly;
Ability to get along well with others;
Sound judgment;
Dependability;
Clerical aptitude.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma and two (2) years of business or clerical experience which shall have included experience in financial accounts and records.

NOTE: College courses or related training may be credited for the required experience.