

MENOMINEE COUNTY, WISCONSIN
POSITION VACANCY

Position Title: Deputy Treasurer	Department: Treasurer	Division/Section: N/A
Classification: Part Time/Full Time Temp; Hourly 24-40 hours/week	Wage: Not to exceed \$16.73 per hour	Supervisor: Treasurer
Supervision Exercised: None	Posting Date: October 18, 2023	Deadline Date to Apply: October 27, 2023
Position Summary: This position assists the Treasurer with his/her statutorily assigned duties, including receiving monies, disbursing funds, maintaining a record of monies received and expended, and performing the duties of the Treasurer in his/her absence. This position is subject to appointment by the Treasurer pursuant to Wis. Stats. 59.25(2).		

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Keeps a true and correct account of the receipt and expenditure of all moneys which come into the Treasurer's Office specifying the date of every receipt or payment, the person from or to whom the same was received or paid, and the purpose of each particular receipt or payment.
- Provides information, assistance and documentation to the public concerning taxes.
- Receipts and deposits all money for the County and Town and keeps track of corresponding reports.
- Imprints signatures of treasurer, county clerk, and county board chair and distributes all checks, including payroll for all county and town employees.
- Performs other duties of a comparable level or type.

MINIMUM QUALIFICATIONS AND SKILLS: The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Education and/or Experience. Interested applicants must possess a high school diploma or general education degree. As an appointed official, there are no minimum experience requirements.
- Specialized Knowledge. The ideal applicant should possess the following specialized knowledge: Computer programs utilized within the department which currently are New World and Transcedent. Training can be provided; data processing systems; County administrative policies, rules and procedures; oral and written communications; managing interrelated operating units; making work-related decisions in accordance with laws, regulations, and policies and procedures; Prioritizing and organizing a variety of responsibilities; communicating and enforcing departmental and County policies and practices; and recording and maintaining receipts and records accurately.
- Physical Demands. The Deputy Treasurer is required to stand occasionally (1-33%); walk frequently (34-66%); sit continuously (66-100%); use hand dexterously (use

Treasurer's Office

Deputy Treasurer (Rev. 30JAN2023)

fingers to handle, feel) continuously (66-100%); reach with hands and arms occasionally (1-33%); climb or balance never; stoop, kneel, crouch or crawl never; talk or hear frequently (34-66%); taste or smell never; physically lift and carry up to 10 pounds continuously (66-100%); and physically lift and carry up to 25 pounds occasionally (1-33%); and not physically lift in excess of 25 pounds.

- Hazardous Conditions. Essential job functions are of an administrative nature performed in an office environment. Duties of the job may involve some disagreeable human interactions but risks and hazards can be minimized with risk management procedures, sound judgment and county procedures.

SPECIAL REQUIREMENTS:

- The person so appointed shall take and file an oath of office.
- The person must be bondable.
- The person must be able to work full time hours from date of hire through February 2024.

BENEFITS: To see a summary of Menominee County's benefits, visit Menominee County's website at www.co.menominee.wi.us and click on the "Career Opportunities" tab.

APPLICATION PROCESS: A complete application includes all of the following:

- Signed and completed Menominee County Employment Application (available in the Administrative Coordinator Assistant's Office or online at www.co.menominee.wi.us);
- Current resume (resume should emphasize administrative support and accounting experience, especially if no technical or associate degree);
- Copy of high school diploma or GED;
- Copy of valid drivers license.

Unsigned or incomplete applications, and applications not including all of the information listed above, will be screened out.

Please submit all required information in person to the Administrative Coordinator Assistant's office at the Menominee County Courthouse located at W3269 Courthouse Lane in Keshena, Wisconsin. Alternatively, all of the required information can be mailed to:

Menominee County Courthouse

Attn: Human Resources

P.O. Box 279

Keshena, WI 54135

Please call 715-799-3024 if you have any questions or need assistance.

Menominee County is an equal opportunity employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective employees and incumbents to discuss potential accommodations with the employer.