

# Cascade County

## Job Vacancy Announcement

<b>Position:</b> Treasurer Clerk	<b>Closing Date:</b> November 15, 2013
<b>County Department:</b> Treasurer	<b>Dept. Admin.:</b> Jamie Bailey
<b>Type of Position:</b> Full-Time	<b>Salary:</b> \$10.35 per hour <b>Must join Teamsters Union</b>
<b>Applications available at Cascade County Human Resources Department, <a href="http://www.cascadecountymt.gov">www.cascadecountymt.gov</a> or Job Service. All application materials must be turned in to the Cascade County Human Resources Department and date stamped by 5:00 p.m. on the closing date.</b>	

### POSITION DESCRIPTION

This position is responsible for both motor vehicle and real estate transactions. The responsibilities for motor vehicle include payments for motor vehicle transactions; all title transfers; preparing paperwork for processing; vehicle renewals; special plate orders; temporary registrations for newly purchased vehicles; moving permits for mobile homes; the purchase of GVW for big trucks, and all records regarding motor vehicle. This position also handles keeping all vehicle and customer information current on the state computer system known as Merlin. The responsibilities for real estate include tax payments for real estate, mobile home, and property taxes; title transfers for mobile homes, and moving permits. All transactions require upholding both county statutes and state laws. The position also includes handling both mail and e-mail transactions, answering phones, and also performs related work as required or directed by the supervisors or Treasurer.

### JOB REQUIREMENTS

**Knowledge and understanding of:** Computers and handling payments.

**Skills in:** Data entry (4500 KSPH min), 10-key (4000 KSPH min), and customer service.

**Ability to:** Handle stress; deal professionally with the public; pay attention to accuracy and detail; be able to multi-task quickly; maintain confidentiality; communicate effectively both orally and in writing; follow verbal and written instructions; review written material; perform job duties with minimal supervision; interpret and apply laws, policies and procedures; establish effective working relationships with fellow employees, supervisors, and the public; work as a member of a team and the ability to lift up to 30 pounds.

### EDUCATION AND EXPERIENCE

The above knowledge, skills, and abilities are acquired through a combination of education and experience. Retail experience preferred but not required. Applicants **MUST SUBMIT required tests: Data entry (min 4500 KSPH) and 10-Key (min 4000 KSPH) and answers to supplemental questionnaire. Tests scores should be current within the last (6) six months.** Tests available at Job Service.

### SUPPLEMENTAL QUESTIONNAIRE

**Please refer to page (2) two of this announcement for the supplemental questions.**

**Notice to Applicants:** Applicants who are claiming Veteran's or Handicap Preference **must** provide a DD-214 Discharge Document or DPHHS Handicap Certification **and** Employment Preference Form with their application for employment so Cascade County may apply the preference during the selection process.

**The successful applicant must serve a 6 month probationary period, join the Teamsters Union, and may have a criminal background check conducted. The results thereof may disqualify the applicant from consideration for employment with the county.**

Cascade County makes reasonable accommodations for any known disability that may interfere with the applicant's ability to compete in the recruitment and selection process or an employee's ability to perform the essential duties of the job. For Cascade County to consider such arrangements, the applicants must make known any needed accommodations. Applicants should provide a detailed resume of their work experience along with a Cascade County Employment Application.

**CASCADE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER**



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## Supplemental Questionnaire

### **Instructions:**

Please answer the supplemental questions below.

This will allow you an opportunity to present more complete and specific details regarding your qualifications. Your response must be printed clearly or typed on standard 8" X 11" white paper with your name and position applying for printed or typed on top of each page. Each answer may be no more than 500 words in length, preferably less. Your answers should be clear and concise as the hiring team will view your answers as a sample of your written communication skills. This supplemental is reviewed separately from the county application and is part of the evaluation process. Your answers must be complete as the hiring team will not refer back to the resume or application.

1. Describe in detail a personal experience providing customer service where the outcome was positive.
  
2. Describe in detail a personal experience providing customer service where the outcome was negative.