

DELTA COUNTY

JOB POSTING

POSTING: Delta County is seeking qualified applicants for the position of **DEPUTY TREASURER/EQUALIZATION AND BUILDING & ZONING CLERK.**

DUTIES: See attached job description

QUALIFICATIONS: An Associate's degree in accounting or bookkeeping related degree. Must demonstrate experience and proficiency working with legal descriptions and mapping as measured by the appropriate test score. Must spell with a high degree of accuracy. Must exhibit bookkeeping/accounting skills with a test score of high. Must pass literacy, data entry with high degree of accuracy. Must be bondable.

HOURS: Thirty Five Hours (35) per week.

PHYSICAL: Must be able to pass physical and drug screen.

SALARY: \$16.25 per hour (Grade 10); PLUS BENEFIT PACKAGE (paid time off, medical, vision, dental, life insurance, retirement and more)

This position is open until filled.

Applications for the position of **DEPUTY TREASURER/EQUALIZATION AND BUILDING & ZONING CLERK** will be accepted at the Delta County Administration Office, 310 Ludington St, Escanaba, MI 49829 or can be completed on the website [deltacountymi.gov](http://deltacountymi.gov).

DELTA COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

It is the County's policy not to discriminate against qualified handicapped individuals.

**DELTA COUNTY  
JOB DESCRIPTION  
DEPUTY TREASURER/EQUALIZATION AND BUILDING AND ZONING  
CLERK**

**Title:** Deputy Treasurer/Equalization and Building & Zoning Clerk

**Classification:** Union, Non-Exempt      **Grade:** 10

**Department:** County Treasurer

**Reports to:** County Treasurer

**Supervised by:** County Treasurer

**Revision Date:** October 4, 2022 for effective date of 01/01/2023

**DUTIES:**

Under general supervision of the County Treasurer, performs tasks as assigned. Employee will receive daily assignments from the County Treasurer. All scheduling of the employee will be performed jointly by the County Treasurer and requesting departments. Employee will be scheduled as needed between various County Departments i.e. Treasurer, Equalization and Building and Zoning. Employee will cover in the Equalization and Building and Zoning Departments approximately 6 months.

**County Treasurer Duties:**

- Provide information regarding general operations of the Treasurer's office to the public, township officials, assessors, attorneys, surveyors, banks, title companies, realtors, abstractors, and other departments within the county.
- Maintain working knowledge of current requirements of Principal Residence Exemptions to assist in performing PRE-audits.
- Conduction audits on tax parcels in regards to Principal Residence Exemptions through research of available data and information from various resources including, but not limited to, county records, LexisNexis and other public information. Maintain a file with substantive evidence from where this is an ability to draw unbiased conclusions about Principal Residence eligibility.
- Read and follow legal descriptions on deeds in order to provide tax certifications for deeds.
- Create and provide various reports for taxpayers, general public, banks, title companies, etc.
- Create Delinquent Tax Notices consistent with currently maintained tax roll. Mail notices to taxpayers, maintaining a file for any returned mail and follow up with local governments to obtain correct addressing.
- Issue animal licenses.

**Equalization job duties:**

- Organize and input data from BS&A, deeds, tax rolls, parcel maps and legal descriptions. Assists in maintaining the county's equalization work database including ownership, addresses, sales and legal descriptions.

- Read and follow legal descriptions and mapping, including those on deeds.
- Read and understand language on deeds.
- MCAT certified (Michigan Certified Assessing Technician).
- Extensive knowledge of escrow accounts & set up in preparation of tax rolls.
- Assists the public, township officials, assessors, attorneys, surveyors, banks, title companies, realtors, abstractors and other departments within the county with general operations of the Equalization office.
- Assist with credit card payments and cash receipting.
- Knowledge of tax laws pertaining to Principal Residence Exemptions.

**Building & Zoning job duties:**

- Assists with building permits including calculating size of home, etc. to determine cost of permit.
- Working knowledge of the county zoning ordinance.
- Assists the public, township officials, assessors, realtors, and abstractors with building permits and zoning requirements and general operations of the Building & Zoning office.
- Assists in scheduling field inspections.
- Assists when necessary with entering permit information into database.
- Assists in maintaining the rural numbering system and issuing house numbers.
- Assist with credit card payments and cash receipting.

Performs a number of bookkeeping and clerical functions such as, but not limited to, tax collection and receipts, telephone answering, typing, filing, posting, may also involve collection of various departmental fees and providing general information to the public.

Accuracy is an important part of the job due to working with the various records which are permanent records for the County.

Close mental and visual attention is required with manual dexterity for extended periods of time. Hours will be varied as needed between offices.

**MINIMUM QUALIFICATIONS:**

1. Ability to pass a physical and be bondable. Additionally, a background check will be performed.
2. Associates degree in accounting or bookkeeping related degree. Must demonstrate experience and proficiency working with legal descriptions and mapping as measured by the appropriate test score.
3. Must be able to spell with degree of accuracy as measured by the appropriate test of high.
4. Must be able to exhibit bookkeeping/accounting skills as measured by the appropriate test of high.
5. Must be able to pass computer literacy, data entry with a high degree of accuracy as measured by the appropriate test.

Qualifications listed above are intended to represent minimum skills and experience levels associated with performing the duties and responsibilities contained in the job description. The job duties outlined are not intended to be an exhaustive listing of the duties performed by the

personnel assigned to this classification and responsibilities may be added, deleted or modified at any time.