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## Job Description

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|-----------------|----------------------------|
| Department:     | COUNTY TREASURER           |
| Position Title: | SECOND DEPUTY              |
| Reports To:     | COUNTY TREASURER           |
| Salary:         | P&A 04 (Entry \$20.00/hr.) |

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### Position Summary:

Assist the County Treasurer and Deputy Treasurer in the handling and directing of all revenue received by all departments in the County. Perform duties of a general to complex nature such as typing, filing, handling mail, proofreading, issuing licenses, computer work, and other office duties. Duties also involve accounting/mathematical skills, procedural tasks, and the handling of money. Handle and help supervise all the duties performed in the Treasurer's office.

### Major Duties & Responsibilities:

- Administer the operation of the department in the absence of the Treasurer and the Deputy Treasurer.
- Oversee daily operations of the Clerical Assistant(s)
  - training of new employees or training of current staff when new programs are implemented,
  - direct oversight of all transactions of the front office,
- Balance daily sales of licenses for the Commonwealth and record in daily journal and complete computer reports of sales. All sales must balance before daily deposit can be completed.
- Provide service to the public, wait on clients at the counter and balance drawer as needed or required. Evaluate information to determine client's qualification for licenses.
- Responsible for knowing the rules and regulations in the selling of 23 types of dog licenses, 71 types of fishing licenses, 77 types of hunting licenses, pistol permits, and many numerous boat registration regulations.
- Assist in the issuing of doe licenses and required record keeping during the doe License-issuing period
- Responsible for the balancing and completing of the monthly Commonwealth license reports. (Dog, Hunting, Fishing, and Pistol Permits)

- Administration and user management for Dog License program. Responsible for working with the dog licensing program developer to add/remove users and fix data errors.
- Primary contact for Fish/Boat Commission, Game Commission and Dog Law for resolution of system problems. Also, primary contact for above-mentioned organizations for customer problems/questions.
- Responsible for completing and mailing the weekly Boat Report to the PA Fish and Boat Commission as needed.
- Maintain a record of all sales completed in the office on the HUNT/FISH PA program. Verify all data on cash registers match what was sold in the program for the day. Order supplies for the program as needed.
  - Keep track separately: DWV sales, Doe License sales OTC and through the mail, military sales and DMAP permits,
  - Verify weekly ACH sweep amounts for Hunt and Fish sales
- Responsible for verifying the monthly report that goes to the Controller's office showing all sales of licenses for the Commonwealth.
- Enter receipts for all deposits and transfers daily.
- Review all checks in the absence of the Treasurer and Deputy Treasurer.
- Prepare checks to be mailed.
- Quality Control - Compares data entered with source documents to detect errors.
- Maintain all records for the Agent for the Commonwealth bank account.
- Responsible for reconciliation of approximately 33 bank accounts monthly.
- Disbursement and/or maintenance of petty cash funds.
- Boxing and archiving materials for State Auditors.
- Maintain a working relationship with the State Auditor and provide requested materials and be available for assistance.
- All other duties as assigned.

**Job Requirements:**

- Associates degree and three (3) years related experience and/or training; or equivalent combination of education and experience.
- Ability to read and interpret rules and regulations of the different Commonwealth license programs and to communicate said information to other employees and customers in a manner they can understand.
- Ability to define problems when collecting data, establish facts, and draw valid conclusions.
- Ability to use a calculator with speed and accuracy.
- Working knowledge of Microsoft Office.
- Ability to stand or walk in servicing customers and delivery of documents to other offices.
- Some lifting and carrying with the ability to occasionally lift and/or move up to 50lbs.

**To Apply:**

Please complete the standard [County of Mercer Application](#) and send a letter of interest, salary history, and your resume to the following:

Mercer County  
HR Department  
125 S Diamond Street, Suite 17  
Mercer, PA 16137  
[hr@mercercountypa.gov](mailto:hr@mercercountypa.gov)

Applications can be submitted via USPS, e-mail, or hand delivered.

**Deadline to Apply: Position Will Be Posted Until Filled.**