

# **SNOHOMISH COUNTY JOB DESCRIPTION**

## **COUNTY TREASURER, CHIEF DEPUTY**

Spec No. 1028

### **BASIC FUNCTION**

Act for and in behalf of the County Treasurer as assigned. Organizes, coordinates and directs the activities of the office.

### **STATEMENT OF DUTIES**

1. Performs all statutory duties of the County Treasurer in his/her absence.
2. Plans, organizes, reviews and directs staff work activities; assists in establishing and implementing departmental policies, procedures and methods.
3. Ensures that related work complies with department functions; provides technical assistance on extremely difficult or complex departmental work problems or conflicts.
4. Prepares preliminary annual budget recommendations.
5. Works with departmental supervisors to ensure dissemination/coordination of work load; study production schedules and estimates man-hour requirements for completion of job assignments; supervise training of new workers.
6. Resolve departmental questions or conflicts and perform related work as required with full professional or technical responsibility for work accomplished.

### **MINIMUM QUALIFICATIONS**

Qualifications as established by the County Treasurer. Must pass job related tests.

### **SPECIAL REQUIREMENTS**

A valid Washington State Driver's License is required for employment.

### **KNOWLEDGE AND ABILITIES**

Knowledge of:

- established departmental operational standards and procedures
- budgetary principles and practices
- general office practices and procedures

Ability to:

- effectively communicate both verbally and in writing
- respond to difficult problems or questions, exercising sound judgment
- establish and maintain accurate and complete records

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### KNOWLEDGE AND ABILITIES (Continued)

- read, interpret various data as required
- perceive policy implementation to actions
- establish and maintain effective working relations with other departments, subordinates, public and private officials, and the general public
- read, interpret and apply the laws, regulations and codes of state and local government and court rules relative to the County Treasurer's Office

### SUPERVISION

The employee works closely with supervisors of departments and all personnel; all major decisions will be subject to the approval of the County Treasurer. A high degree of latitude will be allowed for the exercise of good judgment and administrative ability.

### WORKING CONDITIONS

The majority of the work performed is in the usual office environment.

Snohomish County is an Equal Employment Opportunity (EEO) employer.  
Accommodations for individuals with disabilities are provided upon request.

[EEO policy and ADA notice](#)

Class Established: Prior 1981  
Previous Spec No. 250173  
EEO Category: 1 – Officials and Administrators  
Pay Grade: 111 – Management Exempt Pay Plan  
Workers Comp: 5306 Non-Hazardous