

SNOHOMISH COUNTY JOB DESCRIPTION

COUNTY TREASURER

Spec No. 0008

BASIC FUNCTION

Per RCW 36.29.010 General duties. The county treasurer:

STATEMENT OF ESSENTIAL DUTIES

1. Shall receive all money due the county and disburse it on warrants issued and attested by the county auditor;
2. Shall issue a receipt in duplicate for all money received other than taxes; he/she shall deliver immediately to the person making the payment the original receipt and the duplicate he/she shall file immediately in the office of the county auditor;
3. Shall write on the face of all warrants when paid, the date of redemption, and his/her signature;
4. Shall endorse on the face of all warrants presented for which there are not sufficient funds for payment "not paid for want of funds" and the date of such endorsement over his/her signature;
5. Shall give notice by publication in a legal newspaper published or circulated in the county when there are funds to redeem outstanding warrants or by posting at three public places in the county if there is not such newspaper;
6. Shall pay interest at the legal rate upon all warrants from the date of the endorsement "not paid for want of funds" to the date of publishing or posting the notice of redemption;
7. Shall arrange and keep his/her books so that the amount received and paid out on account of separate funds or specific appropriations shall be exhibited in separate accounts, as well as the whole receipts and expenditures by one general account;
8. Shall keep his/her books, accounts, and vouchers open at all times to the inspection and examination of the board of county commissioners and the grand jury;
9. Shall make a verified statement to the board of county commissioners at its July session showing the whole amount of his/her collections during the preceding year (stating particularly the source of each portion of revenue) from all sources paid into the county treasury, the funds among which the same was distributed, together with the amount of each fund, the total amount of warrants certified to him/her by the county auditor, the total amount of warrants paid by him/her during the same time, the total amount of warrants remaining unpaid on the thirtieth day of June immediately proceeding, the funds on which the same are drawn, and generally make a full and specific showing of the financial condition of the county;
10. Shall make a complete settlement with the board of county commissioners, as required by law and shall, at the expiration of his/her term of office, deliver to his/her successor all public money, books, and papers in his/her possession. In the vent of his/her death before the expiration of his/her term, his/her legal representatives must deliver up all official money, books, accounts, papers, and documents, which come into their possession.

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

[EEO policy and ADA notice](#)

Previous Spec No. 10006

EEO Category: 1 - Officials and Administrators

Pay Grade: 005 - Elected Officials

Workers Comp: 5306 Non-Hazardous