

Now seeking

Deputy for Dolores County Treasurer and Public Trustee office

Job Details:

Full Time (35hrs a week) Monday- Thursday 7:00a.m. to 4:30p.m.

Salary \$ 30,696.00

Benefits include PTO, Medical, Vision, Dental, Retirement after one year of employment as well as FAMLI and all other Federal and State Requirements.

Position Summary

The Deputy Treasurer & Public Trustee supports the Dolores County Treasurer's Office in the daily administration of county financial operations and public trustee functions. This position plays a key role in maintaining accurate financial records, processing payments, assisting taxpayers, and ensuring compliance with Colorado statutes. This role requires strong attention to detail, professionalism, and a commitment to serving the public.

Key Responsibilities

- Collect and receipt money from county departments and the public
- Responds to inquiries regarding property taxes to taxpayers and public
- Answer and direct telephone calls
- Enter and verify downloaded warrants paid by the Board of County Commissioners
- Maintain accurate financial records in accordance with office policies
- Reconcile all deposits daily/weekly
- Pick up, open and handle daily mail accordingly
- Processes and track returned (bad) checks
- Maintains documents in accordance with Colorado State Statute Archive Policies
- Compose memos, letters, spreadsheets, reports, and general correspondence, as well as issue official forms and documents as needed
- Assists Treasurer with Tax lien sales, Treasurer Deed Sales and Foreclosure sales
- Reconciliation daily, weekly, and monthly through different processes in office
- Assists with Public Trustee duties such as releasing deeds of trust and Foreclosure processes
- Attend occasional conferences/ trainings to further knowledge and understanding of the office and current laws

Qualifications:

The ideal candidate will demonstrate:

- Strong organizational skills and attention to detail
- Excellent written and verbal communication skills
- Professionalism when interacting with coworkers, elected officials, and the public
- Reliability and the ability to manage multiple responsibilities
- Strong problem-solving skills and a customer-service mindset
- Proficiency with computers and basic office software

A successful background check is required prior to employment.

Please email resumes to taylor.funk@dolorescountyCO.gov or bring to the office 409 N Main St, Dove Creek CO 81324