

**Now seeking  
Deputy for Dolores County Treasurer's office**

Dolores County Treasurers office is now accepting applications for a Deputy. Please see details below regarding position.

Applications are available at the Dolores County Treasurers office and online at [dolocnty.colorado.gov](http://dolocnty.colorado.gov). Please return completed applications and resumes to the Dolores County Treasurers office.

Position will be filled the first part of January 2023.

**Job Details:**

Full Time Monday – Thursday

Starting Salary \$27,999

Benefits include PTO, health, dental, vision, social security, Medicare, unemployment taxes, and retirement after one year of employment.

**Job Description**

As a deputy to the Dolores County Treasurer, you will be responsible to perform a variety of clerical duties including but not limited to:

- Collecting and receipting money from county departments and public
- Handling telephone calls accordingly
- Will help proof warrants and act as a backup person entering downloaded warrants paid out by the Board of County Commissioners.
- Balancing of all warrants that have been entered daily
- Balancing all end of day transactions and making deposits per office policy
- Picks mail up daily, opens and distributes
- Orders and maintains office supplies
- Processes bad checks by entering information into the computer system, notifying county departments as needed and receives payment from customers
- Maintains documents in storage per statute archive policies and destroys as needed.
- Will type and compose memos, letters, End of Month spreadsheets, reports and general correspondence, also issuing official forms and documents as needed.
- Assists treasurer in tax lien sales
- Responds to inquiries regarding taxes to taxpayers and other entities
- Applicants should expect to travel for work conferences to further knowledge and understanding of the office and current laws

**Position Qualifications:**

This office is looking for someone who is professional and communicates effectively with employer, employees and customers. Applicants must be FRIENDLY and willing to go the extra mile when helping the public and problem solving. Must pay attention to detail and completes assignments given to them in a timely manner. Looking for someone who is excited to dive into challenges, fun, willing to bring things to the office and overall, a team player.