



Board of County Commissioners Agenda Request

20
Agenda Item #

Requested Meeting Date: September 9, 2025

Title of Item: Job Re-evaluation (Chief Deputy Treasurer)

<input type="checkbox"/> REGULAR AGENDA <input checked="" type="checkbox"/> CONSENT AGENDA	Action Requested: <input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <input type="checkbox"/> Hold Public Hearing <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Information Only
Submitted by: Bobbie Danielson		Department: HR
Presenter (Name and Title): Bobbie Danielson, HR Director		Estimated Time Needed: n/a
Summary of Issue: Job Re-evaluation (Chief Deputy Treasurer) Background – A copy of the job description is attached.		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion: Motion to accept the consultant's recommendation of Grade 6, effective September 9, 2025. The employee will receive a 5% pay increase in accordance with the Afscome Courthouse unit agreement. (\$1.38/hour)		
Financial Impact: <div style="display: flex; justify-content: space-between;"><div><i>Is there a cost associated with this request?</i></div><div><input type="checkbox"/> Yes <input type="checkbox"/> No</div></div> <div style="display: flex; justify-content: space-between;"><div><i>What is the total cost, with tax and shipping? \$</i></div><div></div></div> <div style="display: flex; justify-content: space-between;"><div><i>Is this budgeted?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No</div><div><i>Please Explain:</i></div></div>		



Position Description

CHIEF DEPUTY TREASURER

Department Treasurer's Office
Grade Grade 6
Reports to County Treasurer
FLSA Status Non-exempt
Union Status AFSCME Courthouse Unit

Final Appointing Authority

This position shall not be filled until final approval of the County Administrator. All offers of employment are made in writing by the Human Resources Department.

Job Summary:

Provides advanced administrative and financial support in the Office of the Aitkin County Treasurer. Performs complex accounting tasks, prepares financial reports, and oversees tax payment processing and investment procedures. Serves as a lead worker, offering guidance and support to other staff as needed.

Supervision Received

Employees working in this job class work under general supervision and usually receive some instruction with respect to details of most assignments, but are free to develop their own work sequences within established procedures, methods, and policies. They are often physically removed from their supervisor and are only subject to periodic supervisory checks.

Supervision Exercised

No formal supervisory authority, except in the County Treasurer's absence. In the County Treasurer's absence, provides supervision to other department staff.

Essential Functions

This position description is not intended to be all-inclusive. Employee may perform other essential and nonessential functions as assigned or apparent to meet the ongoing needs of the department and organization. Regular attendance and punctuality are essential requirements of this position.

1. Oversees & coordinates the function of property tax collections, as they relate to local taxes, including but not limited to, real estate, delinquent real estate, personal property, mobile home, lease sites, truth in taxation, deed, mortgage registry, mineral interest taxes, in accordance to Minnesota State Statutes.
2. Mails tax statements, collects tax payments, validates and posts receipts, enters transactions on ledgers, daily balances of funds, deposits receipts, and updates listing of taxpayers' current mailing address.
3. Apportions taxes to cities, schools and townships, collects and disburses county funds collecting and depositing revenues, posting transactions, issuing and mailing commissioner warrants and payroll.
4. Maintains investment portfolio records and interest income. Reconciles bank statements of warrants, welfare, refund, and payroll accounts. Daily balancing of receipts with cash funds, process non-sufficient-fund transactions and approves refunds of overpayment accounts. Transfers monies electronically and also transfers investments.



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5. Types, prepares and processes a variety of reports, statements, and trial balances to support the financial standing of the county's various funds.
6. Trains and assists departmental staff as needed by using knowledge of laws, office systems and procedures. Supervises department staff of three non-supervisory clerical employee in absence of the treasurer to ensure that department policies are followed using independent judgement
7. Operates office equipment such as typewriter, computers, calculators, postage machine, photo copier, multi-phone system, folder, scanner and other specialized equipment depending on needs and nature of the department.
8. Assists the public with rebate refunds and provides technical assistance to the public by using oral communication skills demonstrating patience and tact.
9. Provides limited light maintenance in office and on office equipment
10. Serves as the Minnesota Government Data Practices Act, Treasurer's Office, Responsible Authority Designee. Appropriately responds to requests for government data. Assists treasurer in maintaining department data in accordance with records retention schedules.
11. Performs duties of the County Treasurer in his/her absence & assumes responsibility in absence of County Treasurer.
12. Attends conferences and continuing education courses as needed.
13. Composes and distributes communications to taxpayers, governmental agencies and county staff. Makes and receives telephone calls as well as other clerical duties.
14. Interprets and explains policy regulations and procedures so laws and regulations are understood by answering questions and inquires posed by the public and county staff.
15. Works with the distribution of over 35,000 Budget Hearing notices & Tax Statements.
16. Responsible for the research, preparation and filing of all unclaimed property with the Department of Commerce.
17. Responsible for records retention and scanning of numerous documents.
18. Prepares and gathers reports for the County Auditors in order to provide information for an efficient audit.
19. Provides input to the County Treasurer on anticipated staffing and equipment needs.
- Performs other related duties as assigned or apparent.

Minimum Qualifications

Requires an Associate's degree in Finance or Accounting from a two-year college or technical school, plus **three or more years** related experience and/or training, or an equivalent combination of education and experience sufficient to perform the essential duties of the position.

Prior experience working with legal descriptions and real estate taxes is preferred.

Must be bondable. Valid Minnesota driver's license required. Employment reference checks and a criminal background check will be performed as part of the pre-employment process.



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Knowledge, Skills, and Abilities Required

Knowledge of:

1. County and departmental policies, procedures, and practices.
2. Federal, State, and local laws, rules, and regulations relevant to the work performed in this position, including Minnesota Property Tax Laws
3. Marriage laws and procedures;
4. Accounting principals sufficient to prepare financial statements, apportions tax and perform other duties of the office.
5. Basic investment principles and requirements.

Skill in:

1. Typing skill sufficient to complete 30 net words per minute without errors.
2. Strong computer skills sufficient to perform the duties of the department, including preparing spreadsheets.
3. Reading, writing, and speaking English proficiently.
4. Time management, organizing, and prioritizing work.
5. Communication and interpersonal skills as applied to interaction with coworkers, supervisor, and the general public sufficient to exchange or convey information and to receive work direction.

Ability to:

1. Present a positive attitude in the workplace, promote a spirit of teamwork and cooperation, and be able to treat co-workers, supervisors, and staff with respect, honesty, and consideration.
2. Independently resolve problems arising in the scope of duties.
3. Maintain data privacy and confidentiality.

Ability to read and understand legal descriptions.

Language Skills

High Skills – Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Mathematical Skills

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to draw and interpret bar graphs. Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

Reasoning Skills

High Skills – Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Computer Skills



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To perform this job successfully, an individual should be proficient at using the following software:

County Payroll Software, E-time, Webfusion, Microsoft Word, Excel, Outlook, AS400, Application Extender, Internet, and other job-related software.

Ability to Travel

Travel required for quarterly and other occasional meetings in and out of Aitkin County. Some of these meetings require leaving before and returning after normal business hours.

Competencies

To perform the job successfully, an individual should consistently demonstrate the following competencies (definitions attached or available upon request):

Ethics, attendance/punctuality, safety and security, dependability, analytical, design, problem solving, project management, technical skills, customer service, interpersonal skills, oral communication, written communication, teamwork, change management, leadership, quality management, business acumen, cost consciousness, diversity, organizational support, judgment, motivation, planning/organizing, professionalism, quality, quantity, adaptability, initiative, strategic thinking, and innovation.

Work Environment

The noise level in the work environment is usually moderate.

Equipment and Tools

Computer, copier, fax, telephone, printer, 10-key Calculator, hand tools, folder, shredder, postage machine, emergency weather-alert system, county-owned vehicles, personal vehicle (requires proof of insurance on file), and other job-related equipment.

Physical Activities/Requirements

Climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, carrying, use of fingers, grasping, talking, hearing, seeing, and repetitive motions. Must have the ability to lift and/or carry up to 50 pounds.

While performing the duties of this job, the incumbent performs light to medium work, exerting up to 50 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

Working safety is a condition of employment. Aitkin County is a drug-free and alcohol-free workplace.

Disclaimer

The above statements are intended to describe the general nature and level of the work being performed by employees assigned to this job classification. This is not an exhaustive list of all duties and responsibilities. Aitkin County reserves the right to amend and change responsibilities to meet



Position Description

organizational needs as necessary. This job description does not constitute an employment agreement between the employer and employee.

Reasonable Accommodation Notice

The County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

9/4/2025

Our Vision: *We strive to be a county of safe, vibrant communities that place value on good stewardship of local resources.*

Our Mission: *Aitkin County's mission is to provide outstanding service in a fiscally responsible manner through innovation and collaboration with respect for all.*

Our Core Values: *Collaboration, Innovation, Integrity, People-Focused, Professionalism*