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Name

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Address

**INSTRUCTIONS TO APPLICANTS**  
**for**  
**Deputy Treasurer Position**

1. Please fill out the enclosed application form
2. Applications will be screened down to approximately six (6) who will be contacted for an interview. Please do not continue to contact this office as those who will be interviewed will be determined on the basis of the application and resume. Those interviewed may be required to demonstrate their proficiency at needed skills;
3. All applications must be returned to the County Treasurer's Office by 4:00 p.m. on Friday, Dec. 13th, 2024. Applications received after said date may not be considered, and;
4. Please type or neatly print your name and address on the spaces provided on this sheet, then staple this sheet and the remainder of this packet in the front right hand corner of your application and resume. Behind the application and waiver, please include a cover letter and resume and any additional documentation which you may wish to have considered with your application. Lastly, place all documents in an envelope labeled: Mason Co. Treasurer Deputy Position.

# EMPLOYMENT OPPORTUNITY

## Deputy Treasurer's Position for the Mason County Treasurer

The Mason County Treasurer is seeking a qualified, self-motivated, and personable individual for a full-time clerical position. This position will require a detail-oriented individual who will interpret property tax law to oversee the delinquent tax administration cycle and foreclosure prevention efforts. Persons applying for this position must possess computer skills, an ability to work independently, and organized general record keeping abilities. Governmental accounting experience is a plus. Must be able to demonstrate an understanding of general accounting processes, problem solving and customer service skills, and the ability to work under pressure. Only those applications which are contained in the job application packet and returned not later than 4:00pm on Friday, Dec. 13th, 2024 will be considered. The County of Mason is an Equal Opportunity Employer.

### DEPUTY TREASURER'S POSITION

#### I. JOB DESCRIPTION

The successful applicant will be responsible to the Treasurer for assisting in the delivery of the following constituent service functions within the Treasurer's Office:

- A. Assist in the preparation of all documents and information necessary for the property tax foreclosure cycle;
- B. Prepare monthly bank reconciliation for multiple bank accounts;
- C. Reconcile various general ledger accounts related to the property tax foreclosure cycle on a monthly basis;
- D. Manage foreclosure extension agreements and payment plan adherence;
- E. Assist in the vouchering of payables;
- F. Assist in the issuance of dog licenses;
- G. Assist in the collection of delinquent and certain current real property taxes and the issuing of receipts for same;
- H. Assist in the preparation of tax histories, tax certifications, and various

State mandated reports;

- I. Assist in the preparation and mailing of statutorily required delinquent tax notices;
- J. Assist in the ordering of office supplies and maintaining accounts receivable, and;
- K. Perform other duties as may be assigned by the Treasurer.

## II. JOB QUALIFICATIONS and PREREQUISITES

The successful applicant for this position should possess, at minimum, the following:

- A. Personal initiative and the ability to effectively plan and organize work;
- B. Ability to work independently as well as with others in a positive manner;
- C. Ability to interact with the general public in a helpful and pleasant manner and work with individuals facing tax delinquency and/or foreclosure in a compassionate and confidential manner;
- D. Proficient computer skills;
- E. An associate's degree in a business related field from an accredited institution or a minimum of two (2) years' experience in a related field. Educational and/or work related experience is highly desirable in the following areas: property descriptions, property tax administration, accounting, bookkeeping and/or computers.
- F. Ability to operate and utilize the following equipment: telephone system, calculator, computer system including, but not limited to Microsoft Office and various enterprise software modules;
- G. Ability to pass the standard County physical examination. This examination will be a condition of employment.

## III. JOB COMPENSATION and BENEFITS

This Deputy Treasurer position is an at-will county position subject to the County Personnel Policy and other rules governing temporary and full-time employees adopted by the Mason County Board of Commissioners and the Mason County Treasurer. There will be a six (6) month orientation (probationary) period. At present, hours,

compensation and benefits include, but are not limited to, the following:

A. Hours of work are Monday thru Friday, 8:00 a.m. to 5:00 p.m. with a one (1) hour lunch period, except for holidays;

B. Current compensation schedule for 2024 is:

Start .....	\$19.69 per hour
Satisfaction plus 6 months service.....	\$19.94 per hour
Satisfaction plus 1 year service .....	\$20.29 per hour
Satisfaction plus 2 years' service.....	\$20.99 per hour
Satisfaction plus 3 years' service.....	\$22.21 per hour
Satisfaction plus 4 years' service.....	\$23.66 per hour

Longevity pays in varying increments thereafter to a maximum of \$2,500.00.

C. Present benefits include, but are not limited to, employer paid vacation, holidays, sick days, MERS defined benefit pension, health insurance with premium co-pay, life insurance, and dental/optical/hearing reimbursement.

Health insurance premium co-pay is subject to the State caps for health insurance.

Dental/optical/hearing reimbursement is \$1,200.00 and is subject to a maximum accrual of \$2,000.00

# Application For Employment

We consider applicants for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, the presence of a non-job-related medical condition or handicap, or any other legally protected status.

(PLEASE PRINT)

Position(s) Applied For			Date of Application		
How did you learn about us?					
<input type="checkbox"/> Advertisement		<input type="checkbox"/> Friend		<input type="checkbox"/> Walk-In	
<input type="checkbox"/> Employment Agency		<input type="checkbox"/> Relative		<input type="checkbox"/> Other _____	
Last Name		First Name		Middle Name	
Address	Number	Street	City	State	Zip Code
Telephone Number(s)			Social Security Number		

If you are under 18 years of age, can you provide required proof of your eligibility to work?  Yes  No

Have you ever filed an application with us before?  Yes  No

If yes, give date \_\_\_\_\_

Have you ever been employed with us before?  Yes  No

If yes, give date \_\_\_\_\_

Are you currently employed?  Yes  No

May we contact your present employer?  Yes  No

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status?

*Proof of citizenship or immigration status will be required upon employment.*

Yes  No

On what date would you be available for work? \_\_\_\_\_

Are you available to work:  Full Time  Part Time  Temporary

Are you currently on "lay-off" status and subject to recall?  Yes  No

Can you travel if a job requires it?  Yes  No

Have you been convicted of a felony within the last seven (7) years?  Yes  No

*Conviction does not necessarily disqualify an applicant from employment.*

If Yes, please explain:

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

## Education

	Middle School			High School				Undergraduate College/University				Graduate/ Professional			
School Name and Location															
Years Completed	6	7	8	9	10	11	12	1	2	3	4	1	2	3	4
Diploma/Degree															
Describe Course of Study															
Describe any specialized training, apprenticeship, skills and extra-curricular activities															
Describe any honors you have received															
State any additional information you feel may be helpful to us in considering your application															

Indicate any foreign languages you can speak, read and/or write			
	FLUENT	GOOD	FAIR
SPEAK			
READ			
WRITE			

List professional, trade, business or civic activities and offices held.  
*You may exclude memberships which would reveal sex, race, religion, national origin, age, ancestry or handicap or other protected status:*

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## References

Give name, address and telephone number of three references who are not related to you and are not previous employers.

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

Have you ever had any job-related training in the United States military?  Yes  No

If Yes, please describe \_\_\_\_\_

Are you physically or otherwise unable to perform the duties of the job for which you are applying?  Yes  No

## Employment Experience

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, handicap or other protected status.

1.	Employer		Dates Employed		Work Performed
	Address		From	To	
	Telephone Number(s)		Hourly Rate/Salary		
	Job Title	Supervisor	Starting	Final	
	Reason for Leaving				
2.	Employer		Dates Employed		Work Performed
	Address		From	To	
	Telephone Number(s)		Hourly Rate/Salary		
	Job Title	Supervisor	Starting	Final	
	Reason for Leaving				
3.	Employer		Dates Employed		Work Performed
	Address		From	To	
	Telephone Number(s)		Hourly Rate/Salary		
	Job Title	Supervisor	Starting	Final	
	Reason for Leaving				
4.	Employer		Dates Employed		Work Performed
	Address		From	To	
	Telephone Number(s)		Hourly Rate/Salary		
	Job Title	Supervisor	Starting	Final	
	Reason for Leaving				

If you need additional space, please continue on a separate sheet of paper.

### Special Skills and Qualifications

Summarize special job-related skills and qualifications acquired from employment or other experience.

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# Applicants Statement

I certify that answers given herein are true and complete to the best of my knowledge.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

This application for employment shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

FOR PERSONNEL DEPARTMENT USE ONLY

Arrange Interview  Yes  No

Remarks \_\_\_\_\_  
\_\_\_\_\_

Employed  Yes  No Date of Employment \_\_\_\_\_

Job Title \_\_\_\_\_ Hourly Rate/Salary \_\_\_\_\_ Department \_\_\_\_\_

By \_\_\_\_\_  
Name and Title Date

NOTES \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



# Employment Data Record

Employees are treated during employment without regard to race, color, religion, sex, national origin, age, marital or veteran status, medical condition or handicap, or any other legally protected status.

As an employer with an Affirmative Action Program, we comply with government regulations including Affirmative Action responsibilities where they apply.

The purpose of this Data Record is to comply with government record keeping, reporting, and other legal requirements. Periodic reports are made to the government on the following information. The completion of this Data Record is optional. If you choose to volunteer the requested information, please note that all Data Records are kept in a Confidential File and are not a part of your Application for Employment or personnel file.

Please note: YOUR COOPERATION IS VOLUNTARY. INCLUSION OR EXCLUSION OF ANY DATA WILL NOT AFFECT ANY EMPLOYMENT DECISION.

## VOLUNTARY SURVEY

(Please Print)

Date: \_\_\_\_\_

Government agencies at times requires periodic reports on the sex, ethnicity, handicap, veteran and other protected status of employees. This data is for statistical analysis with respect to the success of the Affirmative Action Program. SUBMISSION OF THIS INFORMATION IS VOLUNTARY.

Name		
Address		
City	State	Zip
Social Security No.		

√	Complete Only The Sections Below That Have Been Checked
	Current Job
	Check One: <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Other
	Check One of the Following: (Ethnic Origin) <input type="checkbox"/> White <input type="checkbox"/> Hispanic <input type="checkbox"/> American Indian/Alaskan Native <input type="checkbox"/> Black <input type="checkbox"/> Other <input type="checkbox"/> Asian/Pacific Islander
	Check if any of the following are applicable <input type="checkbox"/> Vietnam Era Veteran <input type="checkbox"/> Disabled Veteran <input type="checkbox"/> Handicapped Individual
	Birthdate

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FOR PERSONNEL DEPARTMENT USE ONLY

Position(s) Applied For Is Open:

Yes

No

Position(s) Considered For:

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Date \_\_\_\_\_

**NOTES:**