BINGHAM COUNTY

Is Recruiting for the Position of

DEPUTY TREASURER

October 6th 2026

Salary: Starts at $18.37- $20.06/ hour – DOQ/DOE
Full time (35 hour work week) - County Benefits Included:
Including 13 Paid Holidays/6 Weeks Paid Parental Leave, Health Insurance, Public Employee Retirement System of Idaho (PERSI)
Closing Date: Open Until Filled

Pay Grade: N13 FLSA Designation: Non-Exempt

Purpose Of Class/Primary Function

The principal function of an employee in this class is to perform a variety of technical and clerical duties involved in the processing of tax payments, including collection and accounting of property taxes. A Deputy Treasurer must possess strong clerical and customer service skills; he/she has acquired knowledge of department functions through on-the-job experience and has become a department-related specialist with a good working knowledge of department policies and procedures. This position also performs administrative work assisting the County Treasurer in performing legally defined County statutory functions. The work is performed under supervision of the County Treasurer, but some latitude is granted for the exercise of independent judgment using standard practices to resolve customer issues or correct procedures. The principal duties of this class are performed in a general office environment.

Essential Duties and Responsibilities (will vary by assignment)

- Provides general assistance to the County Treasurer in performing administrative duties as defined in state and County statutes, ordinances, and codes;
- Answers incoming phone calls and greets walk-in customers, provides general information to the public, answers questions and inquiries, provides specific information about tax payments, and provides referrals to other departments or staff as needed;
- Aids in tax notices and collection of property taxes;
- Performs money management duties including balancing cash drawers, reviewing and reconciling payments for accuracy, and preparation of deposits.
- Operates personal computer and performs data entry, faxing, typing, and filing in support of Department functions;
- Prepares, files, distributes, and maintains a variety of documents, correspondence, log sheets, applications, and related documents;
- Tracks incoming ACH payments and reports them to the correct receiving office.
- Tracks and posts credit card payments.
- Monitors and assists the Treasurer in balancing multiple accounts and bank statements from all county offices.

- Track posted packets and runs/balance monthly distributions that are turned to the clerk's office.
- Apply Tax Certifications for the American Falls Reservoir and other certifications for the tax drive.
- Redeems County warrants;
- Processes mail.
- Posts payments, balance packets and prepare bank deposits;
- Process and track Tax Intercept refunds.
- Assists with Tax Deed Procedures, including; ordering litigations from title companies, tracking several mailings, phone calls, newspaper legals, help with affidavit of compliance, and follow Idaho Code and procedures.
- Assist with Warrant of Distraints according to Idaho Code
- Aid customers with procedures and explains procedures/policies/programs to customers and resolves customer concerns as needed.
- Performs all work duties and activities in accordance with County policies, procedures, and safety practices.

Other Duties and Responsibilities
- Deliver deposits to bank;
- Performs other related duties as required.

Competency Requirements

Knowledge of:
- Operation of standard office equipment, including a personal computer,10 key calculator, and job-related software applications; Microsoft excel and word.
- Applicable federal, state and County statutes, laws, codes, and regulations;
- County codes and ordinances, administrative regulations, personnel rules, and departmental policies;
- Customer service procedures, techniques, and objectives;
- English grammar, spelling, punctuation, and composition;
- Current office practices and procedures;
- Bookkeeping, accounting and cash handling, record keeping practices and procedures.
- Customer service procedures, techniques, and objectives;

Ability to:
- Demonstrated proficiency and accuracy in using a 10-key calculator.
- Understand and apply applicable federal, state, and County ordinances, codes, statutes, and regulations;
- Interpret and explain County department functions, policies, and procedures;
- Maintain records efficiently and accurately;
- Explain regulatory compliance issues related to the Department's function;
- Understand and follow oral and/or written policies, procedures and instructions;
- Operate standard office equipment and a personal computer using program applications appropriate to assigned duties;
- Communicate effectively, both orally and in writing;
- Establish and maintain effective working relationships with other County employees, supervisory personnel, state and local elected and appointed officials, and the public;
- Deal tactfully and diplomatically with government officials, elected and appointed officials, and the public;

- Perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Perform multiple tasks simultaneously, including handling interruptions, and returning to complete tasks in a timely manner;
- Perform time management and scheduling functions, meet deadlines, and set project priorities;
- Make sound and reasonable decisions in accordance with laws, ordinances, regulations, and established procedures;
- Maintain a professional demeanor during stressful situations; respond courteously to customer inquiries, which are sometimes controversial or adversarial;
- Demonstrate integrity, ingenuity, and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

- High school diploma or GED equivalency is required, and business office training is preferred; and
- Two (2) years of office or other customer service experience is required; or
- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

Essential Physical Abilities

- Sufficient clarity of speech and hearing, with or without reasonable accommodation, which permits the employee to discern verbal instructions and communicate effectively with the public and other employees on the telephone and in person;
- Sufficient visual acuity, with or without reasonable accommodation, which permits the employee to comprehend written instructions and review, evaluate, and prepare a variety of written/typed documents and materials;
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate a personal computer and standard office equipment;
- Sufficient personal mobility, flexibility, strength, and agility, with or without reasonable accommodation, which permits the employee to lift up to 25 pounds, to sit and work at a keyboard for an extended period, and work in an office environment.
- Jobs in this class require, with or without reasonable accommodation, lifting or moving up to 25 lbs. occasionally. The employee is regularly required to stand; walk; sit; bend; stoop, crouch, and stretch. The employee is frequently required to use hands to operate a computer keyboard and standard office equipment; to handle or feel; and to reach with hands and arms

Benefits

Bingham County offers a highly competitive benefits package including membership in the Public Employee Retirement System of Idaho (PERSI), paid time off, holiday pay, paid parental leave, as well as medical, dental, vision and life insurance. If you would like to view all of the benefits Bingham County offers our full-time employees, please visit our website: www.binghamid.gov , then click on Human Resources and that will take you to our web page and on the left side you will see "Employee Benefits", if you click on this you will see our Benefits page.

How to Apply

A job description and the ***Application*** may be picked up at the Bingham County Courthouse, Department of Human Resources, Room 223 or you may find the application on our website: www.binghamid.gov. When you have completed the ***Application*** and have attached all of the required documentation, you may submit it by bringing it to the address listed above, or you may mail it to this address: 501 N Maple #202, Blackfoot, Idaho 83221. If you choose to mail it, it must be received in the office by 4.00pm on closing day, if there is one. You may also fax the paperwork to (208) 782-2681 or email it to L.Pope: lpope@binghamid.gov by the closing date and time.

The back page of the ***Application*** is an Authorization for Release of Records and Personal Information. You will need to sign this document in front of a Notary Public. You may bring a picture ID with you to the Courthouse and Laraine Pope in HR will notarize this page for you.

Items that must be attached to the Application

Resume

If your application is not complete or does not have the required documentation, you may not be considered for this job posting.