

RESOLUTION 18 - 16


WHEREAS, there being a vacancy in the Ford County Treasurer's Office for the position of Chief Deputy, and

WHEREAS, it is necessary to receive approval to promote an employee, and


WHEREAS, that the Ford County Treasurer's Office successfully sought approval from the Ford County Finance Committee,

BE IT RESOLVED, that the Ford County Treasurer's Office be allowed to promote JJ Harmon to the Chief Deputy Position, in the Ford County Treasurer's Office.

February 12, 2018



Randy Berger, Chairman


Attest: Amy Frederick
County Clerk & Recorder

FORD COUNTY TREASURER/COLLECTORS OFFICE

POSITION: DEPUTY/CHIEF DEPUTY (MORE THAN 1000 HOURS ANNUALLY)

SUMMARY: Performs highly responsible and confidential, secretarial duties and administrative functions for the Treasurer.

ESSENTIAL DUTIES AND RESPONSIBILITIES: include the following. Other duties may be assigned.

Answers the telephone and greet taxpayers. Takes and relays messages and responds to inquiries from the general public.

Handles large amounts of money in the collection of tax payments, fees and county monies. Balances own tax collection cash drawer, completes daily transaction reports. Delivers deposits to the bank.

Collects real estate and state tax payments over the counter and through the mail. Processes all payments made at Ford County banks and verifies thru daily receipting and reporting.

Receives, verifies and processes in computer system all monies collected by other departments and offices, identifies revenue account numbers (codes) for recording these deposits in financial management software.

Balances daily receipts by determining monies received and comparing receipts to reconciliation reports: corrects errors, forwards cash, checks, receipts and reports to person preparing the bank deposit.

Maintains general and subsidiary ledgers and journals; posts debits and credits; records daily receipts and balances with computer printout; examines and records financial transactions; charges to proper departmental accounts.

Maintains county sales tax, supplemental sales tax, local use tax, income tax, replacement personal property tax and salary reimbursements from state for State's Attorney, Probation, Public Defender and supervisor of Assessments. Submits monthly requests to state for salary reimbursements. Receipts those payments.

Processes all juvenile boarding reimbursements required by the Judge/Probation offices.

Submits all reimbursement fees requested by the courts for outside attorneys used for indigent cases in Ford County.

Balances and maintains all Illinois fund accounts with the State of Illinois.

Maintains and receipts stipend deductions received from the State for County Officials.

Submits payment request for Ford County portion of circuit courts secretary.

Maintains all Drainage District records for Ford County. This includes 13 main districts with 41 sub districts. Deposits all receipts, pays all bills submitted by drainage commissioners, balances all checking accounts, invest all CD's and furnishes reports to commissioners as requested. Bills each district annually for duties performed by our office and deposits into county general fund. Continuous contact with commissioners, bank and Martensen & Niemann's law firm. Bills and collects separately for special assessments ordered by the courts. Assists Martensen & Niemann's office in annual audits. Issue drainage releases to other counties as requested.

Maintain lending codes for taxpayers with multiple tax bills, lending institutions and Ford County employees.

Receipting of monthly checking interest on county's checking accounts. Mail highway department copies of all receipts.

Takes deposits to the local banks each day.

Maintain around 115 mobile home files. Mail bills March 1st and collect by May. Post all payments and deposit all monies into separate account. Continuous contact with assessors and park owners to maintain up-to-date owner information. Issue moving permits and title releases. Issues registration forms to new owners and for new mobile home purchases. Prepares a property record card for each mobile home. Prepares all reports to be given to Treasurer for distribution of monies.

Assists Auditor and Treasurer with annual county audit.

Maintains office inventory and submits orders when supplies are low.

Submit bills for treasurer's office for payment by county board. Keep track of expenditures on spreadsheet.

Prepare monthly treasurers report for county board members to be included in board packets.

Receives and collects outgoing mail; weighs outgoing mail; affixes postage and makes sure post office receives before 4:30 p.m. each day.

Mail notification to all late tax payers of interest due and follow up in the collection of said monies.

Receipts prepayment of tax monies before tax bills are paid. Prepares receipt for taxpayer and Treasurers' signature.

Assists in the annual Tax Sale held by the Treasurer's Office.

Perform duties of the Treasurer in her absence. This would include supervising the part time deputy and working with the other departments in the county and conducting the business of the office in a professional manner.

Maintains 9-1-1 checking account. Pays all bills submitted, makes all deposits received, balances accounts, invests CD's and prepares monthly report for 9-1-1 meeting.

Maintains Animal control records. Keeps record of all registered dogs in Ford County, issues tags requested at counter and by mail, and processes all tags sold at 4 Veterinarian clinics in Ford County. Maintains all quarantine records, bite reports and sheep-kill requests. In contact with Darrell Foster, Animal Warden and Tom Updike, Ford Co. Animal Administrator. Submit all bills to be paid. Mails out 100 + monthly reminders to owners of tag registration/rabies vaccination need.

Prepares village contracts for Animal Control and maintains file.

Order dog tags annually for County and all Vet Clinics in Ford County. Maintain inventory of supplies and distribute to clinics as requested.

Prepares follow up letters to persons who have outstanding checks with the county.

Maintains redeemed tax reports and semi-annual reports from County Clerk's office.

Maintain annual publication financial reports of all Ford County taxing districts. Submits request when taxing bodies fail to file. Send letter annually to tax district treasurer requesting current names, address and bank account numbers for distribution of tax monies to all districts.

QUALIFICATIONS FOR THIS POSITION INCLUDE THE FOLLOWING:

A High School diploma or GED. Additional office experience preferred but optional.

Good knowledge of arithmetic, spelling and the English language is required.

Skill in operating a computer, and adding machine, computer printers and copier needed.

Ability to read and comprehend simple instructions, short correspondence and memos. Ability to write simple correspondence.

Ability to compute rate, ratio and percent.

Ability to apply common sense understanding to carry out instructions furnished in written or oral form.
Ability to deal with problems in a calm and business manner.

Ability to work with the Public.

Ability to supervise over office in absence of the Treasurer and continue the duties and all daily functions.