



Title: Deputy Treasurer – Elections Administrator

FLSA Status: Non-Exempt

Department: Auditor-Treasurer

Updated: 2/2023

General Definition of Work

Performs intermediate administrative and skilled technical work assisting in the operation of the Auditor-Treasurer Department. Prepares, maintains, and monitors detailed financial records of cash and investments for the County. Administers property tax fund and settlement and acts as Election Administrator for State and County Elections. Performs related work as apparent or assigned. Work is performed under the limited supervision of Auditor-Treasurer.

Essential Functions

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

- Administers County investment policy and procedures to ensure security of County funds.
- Prepares and maintains detailed financial records and reports on cash and investments.
- Oversees all checking, savings, investment accounts, including banking agreements, banking authorizations, daily ACH and wire transactions to ensure accurate balances to accounting system.
- Administers property tax funds and settlements; certifies paid and unpaid property taxes; assist with property tax calculation process.
- Administers State and County election process for Pope County; oversees all election testing and election night reporting activity; coordinates and schedule delivery of equipment and supplies to polling places; conducts all post-election tasks including canvass report preparation, post-election reviews and audits, data entry and file uploads, recounts and record retention; oversees maintenance of statewide voter registration system SVRS daily, and election night reporting system.
- Interprets legal land documents; verifies legal description location; determines powerline and ditches benefits during parcel changes and update legal descriptions.
- Collect Mortgage registration and State deed tax, maintains mortgage and State deed ledgers; prepares, auditors and transfers funds to State agency.
- Maintain daily receipt and expenditure records, reconcile cash, cancelled checks and bank deposits and prepare monthly cash analysis as a backup to Auditor.
- Trains, schedules, directs, and inspects the work of election judges, including city, school, and townships.



Knowledge, Skills and Abilities

Thorough knowledge of laws and administration of policies governing real and personal property and able to obtain the Property Tax Calculation Certificate through the MN Department of Revenue. Thorough knowledge of managing cash and investments. Thorough knowledge of computer skills, ability to compute rates, ratios, percentages. Knowledge of accounting principles. Thorough knowledge of State election laws an able to obtain an Election Administrator Certificate through the MN Secretary of State. Responsible for setting up each election in the MN Statewide Voter System, inputting ballot information including Affidavit of Candidacies and Election Questions, ballot development and proofing, ordering of election administration material, uploading results to the Statewide Election Reporting System on Election night, validating accuracy of totals from machine totals to the State upload, Knowledge of passport agent job duties and able to be certified as a passport acceptance agent through the US Department of State. Must be able to communicate effectively in order to work with the State, all banks, election judges, city administrators, and taxpayers. Typing and 10-key calculator skills.

Minimum Qualifications

Associate or Technical degree with coursework in business and accounting, and extensive experience, or a combination of equivalent education and experience. Election and property tax experience preferred.

Special Qualifications

MN Department of Revenue Property Tax Calculation Certification within six months.
MN Secretary of State Election Administrator Certificate within six months.
Passport Agent Certification within six months.
Valid driver's license in the State of Minnesota.
Election Judge Certification within six months



Working Conditions

The characteristics listed below are representative of the physical demands, physical agility, sensory requirements, and environmental exposures required by an individual to successfully perform the essential duties of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

- Employees sit most of the time but may walk or stand for some periods of time.
- This classification seldom involves physical agility requirements such as: climbing, stooping, kneeling, crouching, crawling, reaching, pushing, and pulling.
- This classification involves repetitive motions and manual dexterity most of the time.
- Sensory requirements include standard vision requirements; vocal communication is required for conveying detailed or important instructions to others accurately, loudly or quickly; and hearing is required to perceive information at normal spoken word levels.

Physical Exertion (Pounds)	
Up to 10	Regular
Up to 25	Regular
Up to 50	Occasional
Up to 100	Seldom
100 or more	Seldom

Environmental Exposures	
Work near moving mechanical parts	Seldom
Work in high, precarious places	Seldom
Toxic or caustic chemicals	Seldom
Outdoor weather conditions	Seldom
Extreme Cold, non-weather	Seldom
Extreme Heat, non-weather	Seldom
Noise Level	Moderate

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.