



KOOTENAI COUNTY
invites applications for the position of:

Treasury Specialist I

DEPARTMENT:	Treasurer
SALARY:	\$14.73 - \$17.13 Hourly
OPENING DATE:	07/16/21
CLOSING DATE:	08/09/21 05:00 PM
SUMMARY:	

TREASURY SPECIALIST I



APPLY AT <https://www.kcgov.us/356/Employment-Opportunities>
AND ATTACH COVER LETTER, RESUME AND LETTERS OF REFERENCE

OUR LOCATION: Situated in the Panhandle in beautiful northern Idaho, Kootenai County is surrounded by scenic mountains and more than twenty pristine lakes and is less than 30 minutes from Washington State. Hike and swim in the summertime and ski and snowboard all winter. The County has rich scenery, numerous things to do and a thriving economy. We are proud to offer an extensive benefit package to employees and their dependents.

Together with leadership and our team, we are changing the way government delivers service! Are you ready to make a difference? Come join the team that serves as the "face" of the County in one of the best places in the world to live, work, raise a family and play. We will provide you with a friendly team atmosphere where employees are appreciated and make a real difference providing services for our citizens. We strive to not only provide a meaningful job, but a lifelong career.

THE TREASURER'S OFFICE TEAM serves many roles. As the Treasurer for Kootenai County we administer the County banking services, ensures all monies received are deposited and accounted for timely and that those funds are invested to safely maximize earnings and ensure there are adequate funds available to meet our financial obligations.

AS TAX COLLECTOR, the team is responsible for assisting our citizens with property tax questions and concerns, cashiering, warrant redemption, bank account reconciliation and processing of incoming and outgoing electronic payments. The team is responsible for the billing and collection of \$200 million for over 100,000 real and personal property accounts as well as collection of solid waste fees.

AS THE PUBLIC ADMINISTRATOR, this office represents estates ordered because the State of Idaho is the heir, there is no known heir or no personal representative has been appointed.

YOU treat our customers with kindness, empathy and respect and actively listen to customer issues, gather relevant information and effectively use our systems to find the information that is

needed.

THIS POSITION: Performs complex clerical and public contact duties relating to the processing of tax and solid waste payments, assisting the public with questions over the telephone, by email and in person regarding tax inquiries and payments. Our priority is to treat our customers with kindness, empathy and respect and actively listen to customer issues, gather relevant information and effectively use our systems to find the information that is needed.

- \$14.73 to \$17.13 per hour depending on experience
- Public Employees Retirement System of Idaho (PERSI), a pension plan with five year vesting, **11.94% employer contribution**, and a lifetime payout upon retirement
- Excellent and comprehensive benefits package. For example, employee-only medical/dental/vision premium of only \$55.33 per month (*nicotine free rate*). View our entire [benefits package](https://www.kcgov.us/346/Benefits) <https://www.kcgov.us/346/Benefits>
- 40 hours of paid vacation after 6 months of full-time employment
- [Public Student Loan Forgiveness Program](#)

View the full [job description](#).

DO YOU QUALIFY?

- Do you have a high school diploma or equivalent? **No degree required!**
- Do you have a minimum of two years related experience and or training?

- Do you possess knowledge of the property tax collection process?
- Do you have outstanding verbal and written communication skills?
- Can you accurately make arithmetic calculations and are you familiar with cashiering methods?
- IF SELECTED, ARE YOU ABLE TO INTERVIEW IN COEUR D ALENE ON AUGUST 12, 2021?
- Are you bondable and able to pass a criminal background check?
- Do you possess a valid driver's license and are you insurable?

THIS IS THE JOB FOR YOU IF:

- You have excellent customer service skills even under stressful, high-volume circumstances
- You have strong interpersonal and problem solving skills
- You are able to learn and retain complex procedures, laws and regulations
- You are able to complete basic skills assessment testing

CONTACT US:

Human Resources (208)446-1640

kchr@kcgov.us

TO APPLY: Apply online at <https://www.kcgov.us/356/Employment-Opportunities> **MUST ATTACH COVER LETTER, RESUME AND LETTERS OF REFERENCE TO ONLINE APPLICATION.** Must successfully pass the County's pre-employment and subsequent drug testing. Must pass skills assessment testing, background check and be bondable.

Equal Opportunity Employer / Veterans Preference / Drug Free Workplace

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APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.kcgov.us/departments/personnel/jobs/>

Position #2021-00089
TREASURY SPECIALIST I
CK

451 N Government Way
PO Box 9000
Coeur d'Alene, ID 83816
(208) 446-1640

kchr@kcgov.us

Treasury Specialist I Supplemental Questionnaire

- * 1. For this application we require a cover letter as well as resume and letters of reference. Please verify that you have attached a cover letter, resume and letters of reference prior to submitting this application.
 Yes No

- * 2. What are some things that are important for you in a job and why? Describe your ideal work environment.

- * 3. Tell us about a time when you had trouble working with a difficult or demanding customer. How did you handle it?

- * 4. What do you think makes a team of people work well together? What makes them not work well together?

- * 5. If you are a veteran, did you attach a copy of your DD214?
 Yes No

- * Required Question