

MARSHALL COUNTY TREASURER'S OFFICE

Deputy Treasurer Job Description

Maintain Marshall County vehicle records; i.e. transfer titles, collect title and registration fees, keep accurate records for the South Dakota Department of Revenue, balance monies received through daily and monthly reports required by SD DOR and Marshall County Auditor.

Maintain Marshall County Real Estate Taxes; i.e. collect taxes, mail out tax bills, mail out tax freeze applications and follow through with returned applications, contact delinquent tax payers, publish tax delinquencies, issue tax certificates in accordance with SD laws, begin the process of acquiring property from unpaid taxes for the States Attorney as required by SD laws. Maintain online county tax database service.

Pleasantly deal with customers in person and on the telephone to help them solve problems with vehicle titling or registration, or real estate tax issues and information. Check the downstairs drop box daily.

Keep the Treasurer's Office neat, stocked with necessary plates/stickers/tabs/forms from the state office, as well as other office supplies needed for daily function.

Communicate openly with others in the Treasurer's Office about ongoing transactions to help keep the office running smoothly. Maintain and keep all office machines in working order.