

# **Job Title: Treasurer's Office Clerk**

**Department:** Morton County Treasurer's Office

**Reports To:** Morton County Treasurer

**Location:** Morton County Courthouse, Elkhart, Kansas

**Status:** Full-Time / Non-Exempt

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## **Position Summary:**

The Treasurer's Office Clerk provides essential support to the Morton County Treasurer's Office by assisting with property tax collection, motor vehicle services, driver's license processing, and general administrative tasks. This position requires a strong customer service focus, attention to detail, and the ability to work in a fast-paced public office environment.

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## **Key Responsibilities:**

### **Motor Vehicle Services**

- Process motor vehicle registrations, renewals, and title transfers.
- Collect registration fees and vehicle property taxes.
- Verify vehicle ownership documents and customer identification.
- Input customer data into the state vehicle system and issue tags, decals, and permits.
- Respond to inquiries regarding registration and titling requirements.

### **Property Tax Processing**

- Accept and record payments for real estate and personal property taxes.
- Provide tax statements, receipts, and payment history as needed.
- Assist the public in understanding tax deadlines, penalties, and payment options.

### **Driver's License Services**

- Assist customers with renewals, replacements, address changes, and identification cards.
- Administer vision tests and ensure compliance with Kansas driver's license requirements.
- Verify required documentation such as proof of identity, residency, and legal status.
- Operate state driver's license system software to input and process customer information.
- Handle secure documents and materials (e.g., license forms, test materials) in compliance with state regulations.
- Maintain a clear understanding of Kansas Department of Revenue (DOR) policies and updates related to licensing.

## **Customer Service**

- Greet customers in a professional and friendly manner.
- Respond to questions in person, by phone, or by email regarding taxes, licensing, and motor vehicle services.
- Troubleshoot routine issues and escalate complex concerns to the County Treasurer or appropriate state agency.

## **Clerical and Administrative Support**

- Perform data entry, filing, scanning, and recordkeeping tasks.
  - Balance daily cash drawer and prepare daily reconciliation reports.
  - Process incoming and outgoing mail, including renewal notices and tax statements.
  - Maintain confidentiality of customer information and follow county and state policies.
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## **Required Qualifications:**

- High school diploma or GED required.
  - Prior experience in clerical work, cashiering, or customer service preferred.
  - Proficiency with computers; ability to learn and navigate state systems for vehicles and licensing.
  - Excellent communication, organizational, and multitasking skills.
  - Ability to handle money, verify identification, and process legal documents accurately.
  - Willingness to attend training and obtain necessary certifications for driver's license processing.
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## **Working Conditions:**

- Office environment in the Morton County Courthouse.
- Frequent interaction with the public; must be able to remain calm and courteous during busy periods.
- Occasional travel and overnight stays for training.