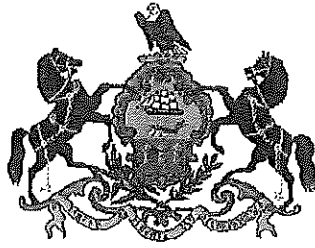


OFFICE OF THE  
**TREASURER**

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New Castle, PA 16101  
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**Job Title:** Fiscal Assistant I  
**Department:** Treasurer  
**Status:** Full Time  
**Bargaining Unit:** AFSCME  
**Salary:** \$30,090.95

**General Summary:** The person in this classification performs accounting related work at the full performance level. Assignments are difficult in nature and are carried out in accordance with general accounting practices. *This is an entry level position that leads to a Fiscal Assistant II position then to a Fiscal Assistant III position. The employee must train for six months to one year and have full knowledge of this position before achieving Fiscal Assistant II and an additional six months to a year to achieve Fiscal Assistant III, with an advance in pay for each step.* Specific online training will be available in this position towards completion of said curriculum put in place by Butler County Community College. During their probationary period (90 days) they must take and pass the online courses in Microsoft Excel and Managing Customer Service.

**Supervision Received and Exercised:** Work is performed under the direction of the County Treasurer, Chief Deputy and/or Second Deputy.

**Essential Job Functions:**

- Must maintain a thorough knowledge of all laws/rules associated with selling dog, hunting fishing and gun permit sales
- Responsible for selling dog licenses
- Process and mails dog licenses sent by mail and internet sales
- Organizes initial pick-up of the new calendar year dog licenses by the outside agents
- Receives payments from the outside agents monthly
- Provide dog license outreach to the community
- Prepare outside agents' financial statements for our records for receipting into Munis and for the controller's office records
- Submits monthly payment and report to the Department of Agriculture for the sales of dog licenses

- Responsible for Epaymentnow.com reconciliation
- Responsible for selling hunting licenses
- Responsible for selling fishing licenses
- Responsible for Sweeps-tracking weekly deposits into the agent account by the state for hunting and fishing
- Resolve any hunting and/or fishing license problems
- Resolve any doe license processing problems
- Reconciles on a weekly basis the hunting and fishing license sales to the states report
- Prepares daily financial sheets for all agent sales for the Treasurer and the Controller's office
- Attends state seminars in a continuing education capacity
- Establishes a working relationship with the following agencies: Game Commission, Department of Agriculture and the Fish and Boat Commission
- Reports all monthly commissions to the county
- Pay poll workers on election nights
- Reconcile election payout sheets to cash drawer
- Reports sales of gun permits to the Pennsylvania State Police
- Monitors monthly hotel tax collected within the county
- Prepares all bingo and small games of chance licenses
- Prepares all tax certifications and duplicate bills
- Keeps track of all checks from the controller's office, balances and date mailed
- Provides customer service to the counter, processes tax payments and provides change for other departments
- Provides general information and direction by telephone
- Supply the public with general courthouse information and direction
- Cashes Juror checks and balances Juror drawer
- Attends monthly safety meetings
- Laminates for customers and other departments

**Job Requirements, Knowledge, Skills, and Abilities:**

- Graduation from high school or possession of a GED certificate
- Bookkeeping/Accounting/Clerical experience necessary
- Ability to follow instructions both orally and written
- Ability to establish and maintain effective working relationship with associates
- Proper telephone etiquette skills
- Must possess basic Microsoft office computer software knowledge
- Must be computer literate
- Ability to use a calculator
- Knowledge of general office practices and procedures
- Skilled in organizing resources and establishing priorities
- Must be able to deal with the public in a pleasant and professional manner
- Must be an honest person with the ability to count money, make change & balance a cash drawer
- Assists in cross training for all positions
- A passing grade of online courses of Introduction to Microsoft Excel and Managing Customer Service