NOTICE OF OFFICE VACANCY

The Adams County Board of Commissioners is currently accepting applications from candidates for the position of the Adams County Treasurer to commence no later than August 15, 2022. The appointment of this position will be to fulfill the remaining term of office ending on January 5, 2023. Service in this position beyond January 5, 2023 is subject to selection by the Adams County Republican Party and the electors of Adams County.

Duties of the Adams County Treasurer include but are not limited to the criteria outlined in Nebraska State Statutes §23-1601 through §23-1605.

In addition to the criteria outlined in Nebraska State Statute, the Adams County Treasurer will manage an office staff including office scheduling, payroll hour tracking and reporting. The treasurer will oversee the collection of property taxes, vehicle taxes and licensing fees. The treasurer will collect and distribute collected taxes to the State of Nebraska and Adams County subdivisions as required by law.

Regular office hours are 9:00 am – 5:00 pm Monday through Friday. This is an exempt position that may require additional work outside of normal business hours. This position comes with a full benefit package available to full time Adams County employees.

Interested candidates should submit a letter of interest, resume and professional references to:

Adams County Clerk  
Attn: Personnel/Treasurer Vacancy  
500 W 4th St Ste 109  
Hastings, NE 68901

Requested documents will be accepted via mail or in person delivery up until 5:00 pm July 15, 2022. No email applications will be accepted. Publicly open interviews with the full Adams County Board of Commissioners are tentatively scheduled for Tuesday, August 2, 2022 at 2:00 pm for those selected for an interview.

Please see the employment section of the Adams County website for more information including wage information and relevant state statutes. www.adamscounty.org
23-1601.

County treasurer; general duties; continuing education; requirements.

(1) It is the duty of the county treasurer to receive all money belonging to the county, from whatsoever source derived and by any method of payment provided by section 77-1702, and all other money which is by law directed to be paid to him or her. All money received by the county treasurer for the use of the county shall be paid out by him or her only on warrants issued by the county board according to law, except when special provision for payment of county money is otherwise made by law.

(2) The county treasurer shall prepare and file the required annual inventory statement of county personal property in his or her custody or possession as provided in sections 23-346 to 23-350.

(3) The county treasurer, at the direction of the city or village, shall invest the bond fund money collected for each city or village located within each county. The bond fund money shall be invested by the county treasurer and any investment income shall accrue to the bond fund. The county treasurer shall notify the city or village when the bonds have been retired.

(4)(a) On or before the fifteenth day of each month, the county treasurer (i) shall pay to each city, village, school district, educational service unit, county agricultural society, rural or suburban fire protection district, and township located within the county the amount of all funds collected or received for the city, village, school district, educational service unit, county agricultural society, rural or suburban fire protection district, and township the previous calendar month, including bond fund money when requested by any city of the first class under section 16-731, and (ii) on forms provided by the Auditor of Public Accounts, shall include with the payment a statement indicating the source of all such funds received or collected and an accounting of any expense incurred in the collection of ad valorem taxes, except that the Auditor of Public Accounts shall, upon request of a county, approve the use and reproduction of a county's general ledger or other existing forms if such ledger or other forms clearly indicate the sources of all funds received or collected and an accounting of any expenses incurred in the collection of ad valorem taxes.

(b) If all such funds received or collected are less than twenty-five dollars, the county treasurer may hold such funds until such time as they are equal to or exceed twenty-five dollars. In no case shall such funds be held by the county treasurer longer than six months.

(c) If a school district treasurer has not filed an official bond pursuant to section 11-107 or evidence of equivalent insurance coverage, the county treasurer may hold funds collected or received for the school district until such time as the bond or evidence of equivalent insurance coverage has been filed.

(5) Notwithstanding subsection (4) of this section, the county treasurer of any county in which a city of the metropolitan class or a Class V school district is located shall pay to the city of the metropolitan class and to the Class V school district on a weekly basis the amount of all current year funds as they become available for the city or the school district.

(6) The county treasurer shall annually complete continuing education through a program approved by the Auditor of Public Accounts, and proof of completion of such program shall be submitted to the Auditor of Public Accounts.

23-1601.01.

Residency requirement.

A county treasurer elected after November 1986 need not be a resident of the county when he or she files for election as county treasurer, but a county treasurer shall reside in a county for which he or she holds office.

23-1601.02.

County treasurer; deputy; appointment; oath; duties.

The county treasurer may appoint a deputy for whose acts he or she will be responsible. The treasurer may not appoint the county clerk, sheriff, register of deeds, or surveyor as deputy.
The appointment shall be in writing and revocable in writing by the treasurer. Both the appointment and revocation shall be filed and kept in the office of the county clerk.

The deputy shall take the same oath as the treasurer which shall be endorsed upon and filed with the certificate of appointment. The treasurer may require a bond of the deputy.

In the absence or disability of the treasurer, the deputy shall perform the duties of the treasurer pertaining to the office, but when the treasurer is required to act in conjunction with or in place of another officer, the deputy cannot act in the treasurer's place.

23-1602.

Warrants; nonpayment for want of funds; endorsement; interest.

All warrants issued by the county board shall, upon being presented for payment, if there are not sufficient funds in the treasury to pay the same, be endorsed by the county treasurer not paid for want of funds, and the county treasurer shall also endorse thereon the date of such presentation and sign his or her name thereto. Warrants so endorsed shall draw interest from the date of such endorsement, at the rate to be fixed by the county board at the time of issuance and inserted in the warrant. No account or claim whatsoever against a county, which has been allowed by the county board, shall draw interest until a warrant has been drawn in payment thereof and endorsed as provided in this section.

23-1603.

Violations; penalty.

If any county treasurer neglects or refuses to render any account or settlement required by law, fails or neglects to account for any balance due the state, county, township, school district, or any other municipal subdivision, or is guilty of any other misconduct in office, the county board may forthwith remove the county treasurer from office, and appoint some suitable person to perform the duties of the county treasurer until a successor is elected or appointed and qualified.

23-1605.

Semiannual statement; publication.

(1)(a) During the months of January and July of each year, the county treasurer shall cause a tabulated statement of the affairs of the county treasurer's office to be published in a legal newspaper published in the county. In counties having more than two hundred fifty thousand inhabitants, the statement shall be published in a daily legal newspaper published in the county.

(b) If no legal newspaper is published in the county, the statement shall be published in a legal newspaper of general circulation within the county.

(c) The county shall pay the newspaper reasonable compensation for the publication of such statement.

(d) The statement shall show the receipts and disbursements of the county treasurer's office for the last preceding six months ending June 30 and December 31, including (i) the amount of money received and for what fund category, (ii) the amount of disbursements and from what fund category, (iii) the ending fund balance in each fund category, (iv) the amount of outstanding warrants or orders registered and unpaid, (v) the total balance, and (vi) the total amount of unpaid claims of the county as of June 30 and December 31 of each year, as certified to the county treasurer by the county clerk.

(2) The county treasurer may also publish the statement on a website maintained by the county.

(3) If a newspaper cannot publish the statement in a timely manner, publication on a county's website shall be considered compliance with subsection (1) of this section.

County Treasurer Manual