

DEPUTY TAX ASSESSOR-COLLECTOR-PROPERTY TAX/VOTER REGISTRATION

CLASS NO. 1313 **EEOC CATEGORY: Office and Clerical**

PAY GROUP: 12 **FLSA: Non-Exempt**

SUMMARY OF POSITION

Performs various clerical tasks for the Tax Assessor-Collector focusing on property tax collections and voter registration.

ORGANIZATIONAL RELATIONSHIPS

1. **Reports to:** Tax Assessor-Collector and Chief Deputy Tax Assessor.
2. **Directs:** This is a non-supervisory position.
3. **Other:** Has daily contact with co-workers, mortgage companies, and the general public. Has regular contact with title companies, Appraisal Districts, Sheriff's Department and Attorneys.

EXAMPLES OF WORK¹

Essential Duties

Collects current and delinquent property taxes by cash, check, money order, or credit card over the counter or by mail;

Assists in the preparation and mailing of current and delinquent tax statements;

Assists the general public with general tax questions, problems and complaints over the counter or by telephone;

Assists taxpayers and attorneys in locating property information from various sources, including but not limited to tax and abstract roll books;

Issues tax certificates to taxpayers, title companies, or other interested parties and collects the associated fees;

Registers new voters and/or processes changes to existing voter records in the Secretary of State Voter Registration database;

Prepares and issues voter registration certificates;

¹ For the purpose of compliance with the Americans with Disabilities Act (ADA), this job description does not take into account potential reasonable accommodations.

Maintains voter registration rolls removing ineligible voters from the Secretary of State Voter registration database by cancelling voters who are deceased, have moved out of the county, or are convicted of felony crimes;

Prepares precinct voting lists for elections held within the county;

Assists voters with questions regarding precinct and polling locations;

Updates voter records and enters voting history following elections held within the county;

Schedules appointments for Installment Agreements with delinquent property taxpayers for the Chief Deputy Tax Assessor-Collector;

Researches the property tax records for supporting documentation for Installment Agreement appointments and submits to the Chief Deputy Tax Assessor-Collector;

Prepares current and delinquent tax rolls;

Prepares Installment Agreement files and maintains current and default files;

Prepares and maintains Quarterly Payment files for eligible over 65 and disabled;

Prepares and maintains taxpayer correspondence files;

Prepares and maintains delinquent tax suite and bankruptcy files;

Prepares and maintains active and inactive voter registration files;

Prepares and mails the Monthly Tax Certificate Billing for title companies;

Checks in office supply shipments and maintains an orderly and organized supply room;

Assists in maintaining public records and retention schedules.

Other Important Duties

Performs such other related duties as may be assigned;

Required to attend continuing education classes at the request of TAC.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT²

Ability to lift 10-25 pounds frequently and 25-50 pounds occasionally;

² Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

Frequent reaching with arms, bending, twisting, standing, walking, stooping, and climbing stairs; and

Constant sitting and/or use of computer and office equipment.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: standard clerical practices and procedures; and state and local laws related to property taxes and voter registration.

Skill/Ability to: maintain accurate tax and voter registration records; handle high volume collections; prepare accurate reports; operate standard computer word processing, data inquiry, and spreadsheet software packages; operate other standard office equipment, including typewriter, calculator, telephone, and copy and fax machines; establish and maintain effective working relationships with co-workers, other county employees and officials, state and local agencies, and the general public; and maintain appropriate necessary certifications.

ACCEPTABLE EXPERIENCE AND TRAINING

High school diploma, or its equivalent; at least two (2) years experience handling monies;

Or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

CERTIFICATES AND LICENSES REQUIRED

Must be bondable.