

JOB TITLE: Deputy Tax Collector

TAX/19

DEPARTMENT: Tax, Rutherford County

JOB SUMMARY: This position is responsible for the collection, reconciliation and deposit of taxes and revenue for the county.

MAJOR DUTIES:

- o Answers main phone line; responds to all inquiries; assists attorneys, mortgage holders, and the general public concerning the status of tax payments; calculates payment plan as required.
- o Balances tax clerks' drawers and verifies accuracy of their reporting for end of day deposit; balances funds and monies.
- o Maintains logs and ledgers of tax payments received; balances and reconciles case drawers and ledger; prepares and delivers bank deposits.
- o Inputs data regarding assigned accounting function into the automated system; verifies accuracy of reports filed monthly and annually with Finance Officer.
- o Maintains records, reports, and files in assigned accounting area; maintains records of debt set-off attachments.
- o Maintains motor vehicle information for year end reconciliation for state reporting; assists with motor vehicle billing.
- o Works with auditors on questions and documents concerning collections; prepares files for inspection.
- o Determines persons with overdue taxes, mails delinquent notices and assists delinquent taxpayers with payment schedules.
- o Processes, executes, and mails garnishments and bank attachments to employers; maintains bankruptcy files and posts checks from bankruptcy court.
- o Collects taxes and solid waste fees; issues mobile home moving permits.
- o Researches foreclosures in newspaper; researches paper for notices to creditors of deceased persons; attends foreclosure sales; maintains records of new owners.
- o Maintains records of all rental motor vehicles.
- o Maintains records of all non-sufficient checks; prepares documentation for warrants for unredeemed returned checks.

- o Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION:

- o Knowledge of accounting and bookkeeping principles and practices.
- o Knowledge of relevant state and federal laws regarding tax collection.
- o Knowledge of files and ledgers maintained by the department.
- o Knowledge of modern office procedures.
- o Knowledge of state, county, and various agency reporting formats.
- o Knowledge of county and department policies and procedures.
- o Knowledge of automated accounting systems.
- o Skill in use of a calculator, typewriter, computer, check protector, and other office equipment.
- o Skill in performing basic mathematical calculations.
- o Skill in planning and organizing work.
- o Skill in collecting and recording data.
- o Skill in dealing with the public.
- o Skill in interpersonal relations.
- o Skill in oral and written communication.

**SUPERVISORY CONTROLS:** The Tax Collections Manager assigns work in terms of general instructions. Completed work is spot-checked for compliance with procedures, accuracy, and the nature and propriety of the final results.

**GUIDELINES:** Guidelines include state laws, *Property Tax Collection Resource Manual*, *State Tax Bulletins*, the *DMV Manual*, county policies and procedures, and standard operating procedures. These guidelines are generally clear and specific, but may require some interpretation in application.

**COMPLEXITY:** The work consists of related bookkeeping and record-keeping duties. Time constraints and frequent interruptions contribute to the complexity of the work.

**SCOPE AND EFFECT:** The purpose of this position is to maintain an accurate record of tax collections. Successful performance supports the ability of the county to collect and properly disburse revenues.

**PERSONAL CONTACTS:** Contacts are typically with co-workers, other county employees, bank personnel, credit card company employees, auditors, and the general public.

**PURPOSE OF CONTACTS:** Contacts are typically to give or exchange information, resolve problems, and provide services.

**PHYSICAL DEMANDS:** The work is typically performed while sitting, standing, stooping, or walking. The employee occasionally lifts light objects.

**WORK ENVIRONMENT:** The work is typically performed in an office.

**SUPERVISORY AND MANAGEMENT RESPONSIBILITY:** None.

**MINIMUM QUALIFICATIONS:**

- o Knowledge and level of competency commonly associated with completion of specialized training in the field of work, in addition to basic skills typically associated with a high school education.
- o Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.