

LINN COUNTY CLASSIFICATION

TITLE: SENIOR TAX DEPUTY
NUMBER: 055
PAY RANGE: 15
CATEGORY: MANAGEMENT/EXEMPT

APPROVAL ORDER
NUMBER: 99-527
DATE: October 13, 1999

GENERAL STATEMENT OF DUTIES/JOB OBJECTIVES: Perform and assist with duties of the tax deputy; provide guidance and technical assistance in the overall operation of the Tax Department.

SUPERVISION RECEIVED: Works under the supervision of the Assessor/Tax Collector who assigns duties and evaluates work performance.

SUPERVISION EXERCISED: Exercises full supervision over other tax deputies; participates in the selection of new personnel; assigns duties, assists with training, schedules leaves of absence, responds to grievances, evaluates performance and recommends personnel transactions; assumes duties of Tax Collector when absent.

ESSENTIAL FUNCTIONS: A person employed in this classification must possess the capability to perform the following duties to be considered for this position. The duties are essential functions requiring the critical skills and expertise needed to meet job objectives. Additional specific details of these essential functions may be provided by the specific office or department job announcement, if applicable.

1. Assist in maintaining control records for all transactions affecting the tax roll. Check warrant amounts to insure initial balances are accurate. Search vouchers and related records to locate errors in accounts, correct errors.
2. Assist in determination of new and improved office procedures.
3. Establish controls for individual tax years and keep daily records of all cash, interest, discounts, increases and decreases to the tax roll and error corrections. Balance and proof for accuracy.
4. Make corrections to the tax roll as ordered by the Assessor which includes the paper work and the data entry, mail corrected statements and work closely with other employees on matters pertaining to the tax roll.
5. Assume the duties of absent employees. Assist the general public, businesses and title companies by providing information concerning property records or taxes. Collect tax payments over the counter and by mail; answer phone inquiries, etc.
6. Maintain current knowledge of property tax collection laws and regulations.
7. Coordinate a tape exchange program between mortgage companies and department data system; balance all checks and refunds to the final payment of taxes by the tape exchange system.

8. Insure the timeliness of all reports, work projects and other office routine as prescribed by law.
9. Confer with the Tax Collector on matters pertaining to policy and procedures; study, interpret and apply laws governing the Tax Collector's office operations; assist in the preparation of the department's budget.
10. Schedule vacations and track sick leave of employees in the tax section.
11. Develop and maintain effective, harmonious and reasonable work relationships with others.
12. Maintain regular and predictable work attendance.

OTHER FUNCTIONS:

13. Other duties as assigned.

RECRUITING REQUIREMENTS: (Additional specific details may be provided by the specific office or department job announcement, if applicable).

KNOWLEDGE, SKILL AND ABILITY: Thorough knowledge of the laws, regulations and procedures of the county Tax Department. Considerable knowledge of modern office procedures, practices and equipment. Considerable knowledge of the functions, procedures, organization, laws and regulations pertaining to the tax office. Ability to develop original and revised procedures and to implement them. Ability to perform a variety of accounting operations and to keep complex financial records. Ability to prepare schedules and financial records. Ability to meet deadlines. Ability to understand and follow oral and written instructions. Ability to work with numerical data. Ability to make accurate mathematical calculations rapidly. Ability to establish and maintain harmonious working relationships with the general public, employees and supervisors. Ability to type.

EXPERIENCE, EDUCATION AND TRAINING: Three years of progressively responsible bookkeeping or accounting experience in a county tax department. Graduation from senior high school, supplemented by additional college level coursework in bookkeeping, accounting or related field; or any satisfactory equivalent combination of experience, education and training which demonstrates the ability to perform the work described.

NECESSARY SPECIAL QUALIFICATIONS: Possession of a valid motor vehicle operator's license at the time of appointment may be a condition of employment.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: Work is generally performed indoors in an office environment. Work requirements include the ability to sit and move about; see, talk and hear; use hands to finger, handle or operate objects or controls; and reach with hands and arms. The work requires the ability to lift or move 30 pounds.