

JOB TITLE: Senior Deputy Tax Collector

TAX/12

DEPARTMENT: Tax, Rutherford County

JOB SUMMARY: This position is responsible for the collection of current and delinquent taxes and fees and for the research and administration of the foreclosure process.

MAJOR DUTIES:

- o Performs preliminary title research in preparation of necessary foreclosures; maintains records and information concerning county owned properties; assists the public and concerned parties with title searches, deeds, deeds of trust, liens, birth and death certificates, levies and other tax related functions.
- o Mails foreclosure notices to delinquent taxpayers.
- o Coordinates and completes special projects such as Notice of Lien Advertisements; advertises delinquent taxpayers in local media sources; monitors payments of delinquent taxpayers.
- o Administers enforced collection action for delinquent taxpayers; sets up payment arrangements.
- o Posts revenue payments, makes daily deposits, posts journal entries, and balances and prepares reports,
- o Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION:

- o Knowledge of modern office practices and procedures.
- o Knowledge of modern records maintenance practices.
- o Knowledge of state and county laws regarding taxes, foreclosures, listings, assessments, billing, and collecting.
- o Knowledge of county and department policies and procedures.
- 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 collecting and recording data.
- o Skill in performing title searches.
- o Skill in dealing with the public.
- 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, local ordinances, 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 tax collection duties. Frequent interruptions contribute to the complexity of the work.

SCOPE AND EFFECT: The purpose of this position is collect delinquent taxes. 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, lien holders, 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 at a desk or table. 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.