MADERA COUNTY

ASSISTANT TAX COLLECTOR - TREASURER

DEFINITION

Under administrative direction, to assist with planning, directing, managing, and overseeing the functions, operations, and services of the Tax Collector - Treasurer's Office; to supervise and oversee the maintenance of accurate tax rolls and tax collection records; to serve as the Tax Collector - Treasurer upon the request or absence of the Tax Collector - Treasurer; and to do related work as required.

SUPERVISION EXERCISED

Exercises direct supervision over technical and clerical staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Assists with planning, directing, managing, and overseeing the functions, operations, and services of the County Tax Collector - Treasurer's Office; participates in the development and implementation of goals, objectives, policies, and priorities for assigned operations; selects, directs, supervises, trains, and evaluates assigned personnel including those engaged in the maintenance of tax rolls and other tax collection records; identifies opportunities for improving service delivery methods and procedures and reviews with appropriate management staff; participates in the development and administration of the assigned budget(s) and in preparing budget requests and controlling expenditures; coordinates assigned services and activities with those of other divisions and outside agencies and organizations; provides staff assistance to the Tax Collector - Treasurer; prepares and presents staff reports and other necessary correspondence; resolves problems relating to tax collection and the maintenance of tax collection records; explains tax collection procedures to the public and recommends payment methods in cases involving back taxes; audits and balances tax collection receipts with payment records; oversees and participates in the maintenance of financial records and reports including tax rolls, subsidiary records, payroll records, and property tax postponement records; maintains tax default records including Notices of Power to Sell, Rescissions, and Cancellations; coordinates the annual tax sale; serves as the computer liaison for the year-end tax rollover and other special computer functions; assists with the development of programs for investing County funds; serves as Tax Collector - Treasurer upon the request or absence of the Tax Collector - Treasurer.

OTHER JOB RELATED DUTIES

Performs related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Policies, operations, and functions of the County Tax Collector - Treasurer's Office.
Principles and practices of budget development, preparation, and expenditure control.
Principles of supervision, training, and performance evaluation.
Pertinent Federal, State, and local laws, codes, and regulations including those governing County tax collection procedures and treasurer functions.
Modern office practices, methods, and computer equipment.

Basic principles and techniques of management and program administration.
General knowledge of tax assessment procedures.
Financial records required for maintenance of tax rolls and County tax collection.
Procedures and laws for the disposal of property with delinquent taxes.
Investment methods utilized by the County Treasurer.
Principles and procedures of financial and statistical record keeping and reporting.
Spreadsheet and database applications and operations.

Skill to:

Operate modern office equipment including computer equipment.

Ability to:

Assist with planning, directing, managing, and overseeing the programs, functions, and operations of the County Tax Collector - Treasurer's Office.
Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
Participate in the development and preparation of the assigned budget and expenditure control.
Perform the most difficult and complex account and financial record keeping work in the maintenance and updating of County tax rolls.
Administer the sale and transfer of properties with delinquent tax liens.
Assist with performing the full range of County Tax Collector - Treasurer functions.
Interpret, explain, and make recommendations on policies and procedures affecting the County Tax Collector - Treasurer functions.
Effectively represent the County Tax Collector - Treasurer to the public, community organizations, and other government agencies.
Communicate clearly and concisely, both orally and in writing.
Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Experience and Training Guidelines:
Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Experience:

Five years of increasingly responsible financial and account record keeping experience including two year of supervisory experience preferably working with the functions and operations of a County Tax Collector - Treasurer's Office.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in accounting, public administration, business administration, or a related field.

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Special Requirements:
Essential duties require the following physical skills and work environment:

Ability to work in a standard office environment.

Effective Date: May, 1995