

## **Job Description: TAX ASSESSOR-COLLECTOR**

**CLASS NO.** 1401

**EEOC CATEGORY:** Officials and Administrators

**PAY GROUP:** Unclassified

**FLSA:** Exempt

### **SUMMARY OF POSITION**

The Tax Assessor-Collector is responsible for assessing property for the purpose of taxation and receiving and processing taxes collected in the county. He or she is also “registrar of voters” and is charged by statute with the registration of motor vehicles in the county.

### **EXAMPLES OF WORK**

#### **Essential Duties\***

In accordance with budget authorized by Commissioners Court, appoints staff necessary to carry out statutory functions;

Receives from the Chief Appraiser of the Chambers County Appraisal District a certified estimate of the total appraised value of property in the county;

Assesses and collects property taxes for Chambers County and other entities in Chambers County;

Receives, deposits, accounts for, and remits taxes collected to taxing entities on a daily basis;

Prepares and delivers reports on a weekly and monthly basis to taxing entities and presents monthly reports to governing boards at monthly meetings;

Prepares a current and cumulative delinquent tax roll each year, delivers notices of delinquency, establishes payment plan contracts if applicable, and seizes property if applicable;

Registers and transfers registrations of automobiles for the Texas Department of Transportation;

Issues certificates of title for purchasers/owners of automobiles and motorboats;

Collects and deposits motor vehicle and motorboat sales taxes, use taxes, and registration fees, and distributes fund appropriately;

Issues liquor, beer, and wine licenses;

Prepares and mails out tax rolls and statements as required;

Plans for the future services and budgetary needs of the department;

Manages the personnel, equipment, facilities, and finances assigned to the department;

\*for the purpose of compliance with the Americans with Disabilities Act (ADA)

This job description does not take into account potential reasonable accommodations.

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Chambers County

**CLASS NO. 1401 (Continued)**

Evaluates the services and employees of the department; and

Performs other duties as specified by law.

**QUALIFICATION REQUIREMENTS**

A candidate for Tax Assessor-Collector must be a citizen of the United States, have lived in the State of Texas for a period of 12 months before the date of any primary, general, or special election, and have lived for six months before such election in Chambers County.

**TERM OF OFFICE**

The Tax Assessor-Collector is elected for a four-year term.

**CERTIFICATES AND LICENSES REQUIRED**

Must be bondable as prescribed by Section 6.28 of the State Property Tax Code;

Must be certified by the Texas Board of Tax Professional Examiners and recertified every five years as prescribed by Article 7244 V.S.C.