Job Description: CHIEF DEPUTY (TAX ASSESSOR-COLLECTOR)

CLASS NO. 1402 **EEOC CATEGORY:** Officials and Clerical

PAY GROUP: 17 **FLSA:** Nonexempt

SUMMARY OF POSITION

Performs accounting, bookkeeping, and clerical duties for the Tax Assessor-Collector, and assists the general public with questions, problems or transactions as required.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: Tax Assessor-Collector
2. Directs: Supervises Deputy Tax Assessor Clerks in absence of Tax Assessor-Collector.
3. Other: Has daily contact with co-workers and the general public. Has regular contact with officials of various tax districts, private tax consultants, and attorneys.

EXAMPLES OF WORK

Essential Duties*

Oversees the daily office activities of the Deputy Tax Assessor Collectors in the absence of the Tax Assessor Collector;

Receives and updates files on current bankruptcy cases and suits, including reviewing cases for new activity, notifying attorneys of new activity, and assisting in arranging payments between taxpayers and attorneys;

Redeposits returned check or prepares correspondence to taxpayer if check is returned again after redeposit;

Prepares correspondence to taxpayers, tax consultants, etc., answering questions or concerns about tax issues;

Contacts taxpayers by telephone concerning delinquent taxes, tax suits, or bankruptcy cases;

Receives and posts partial tax payments and mails receipts;

*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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Issues tax refund checks as appropriate;

Issues auto registration, transfer titles, and beer and liquor renewals;

Balances tax collection and auto registration cash registers with computer printouts and register tapes;

Deposits collection into financial institution and issues remittance checks to appropriate governmental entities;

Posts collections into ledger in proper category;

Performs monthly balance of collections from taxes and auto registration;

Performs monthly calculation of taxes collected into different tax accounts, including road and bridge, general fund, interest and sinking funds, and school equalization accounts, and determines the appropriate commission to the county on each;

Prepares monthly tax reports for each account;

Combines categories of tax collections including property, beer and liquor, auto registration, commissions, etc., and remits balance of collections;

Maintains files on outside tax units that the county collects for;

Receives and mail current tax statements;

Makes corrections and attaches supplementals from the county appraisal district to the tax roll;

Issue tax certificates to taxpayers or title companies and verifies that no back taxes are due on property;

Maintains files on current tax roll including lease changes, Railroad Commission records, state property tax board records, tax charts, etc.;

Performs end-of-year balance of current tax roll including collections, errored off, and current delinquent and supplemental taxes;

Reconciles and balances bank statements, posts deposits and checks to various ledgers and checkbooks, and balances checkbook registers;

Assists the general public in the office or over the telephone with questions, problems, or transactions as required;

Prepares various computer generated reports and maintains complex computer tax records;

Attends continuing education and professional seminars and courses; and

Performs other specialized clerical tasks in the absence of other clerks;

Assistant to the Tax Collector Assessor.

Other Important Duties*

Performs such other related duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: accurate accounting and bookkeeping practices and principles; standard clerical practices and procedures; and state and local tax laws and regulations.

Skill/Ability to: maintain accurate, complex tax records; prepare technical legal and statistical reports; operate computer using standard word processing data inquiry, and spreadsheet software packages; operate other standard office equipment including typewriter, calculator, telephone, and copy and fax machines; establish and maintain effective working relationships with co-workers, other county employees and officials, outside tax consultants, attorneys, and the general public; and maintain appropriate necessary certifications.

ACCEPTABLE TRAINING AND EXPERIENCE

High school graduation, or its equivalent, plus at least three years of experience in bookkeeping, preferably in a county tax office;

Or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

CERTIFICATES AND LICENSES REQUIRED

Registration with the Texas Board of Tax Professional Examiners as a Tax Collector; and must be bondable.