



JOB TITLE: CHIEF DEPUTY TAX COLLECTOR

DEPARTMENT: TAX ASSESSOR COLLECTOR OFFICE

JOB SUMMARY:

The Chief Deputy Tax Clerk assists the Tax Assessor in managing the collection of property taxes, maintaining current and delinquent tax rolls, issuing tax certificates and providing the public with information requested in a courteous timely manner. Providing administrative support to the County Tax Assessor Collector.

EXAMPLES OF IMPORTANT RESPONSIBILITIES AND DUTIES

Important responsibilities and duties may include, but are not limited to the following:

ESSENTIAL JOB FUNCTIONS:

- Receive and assist customers in a courteous, helpful and timely manner.
- Maintain property tax files, receipts, documentation and other pertinent information.
- Create and deliver Text files either through email or FTP sites when purchased.
- Collect and post monies received on a daily basis.
- Prepare and make bank deposits either by remote deposit or at bank location.
- Receive and process all returned checks by contacting responsible party for resolution.
- Run and balance required reports to prepare Monthly Report.
- Prepare Monthly Report for property taxes collected, distribute monies to the taxing jurisdictions, perform wire transfer for Kenedy County-Wide Common School District. When necessary payout to jurisdictions several times a month.
- Prepare and submit property tax collection and activity reports to all taxing jurisdictions as well as county auditor.
- Receive preliminary value totals from all participating Appraisal Districts and begin calculating Tax Rates to assist jurisdictions in their preliminary budget process.
- Receive certified totals from all taxing entities, calculate the current Tax Rates, prepare and provide required notices for publication. Create and publish Kenedy County notice of Tax Rates.
- Publish all required information for jurisdictions on Appraisal District's websites.
- Assist Tax Assessor in providing pertinent information needed by Commissioner's Court for the Tax Rate adoption process.
- Import certified and supplement files from the participating Appraisal Districts.
- Perform the levy process, print Tax Rolls and Tax Statements in-house.
- Mail out original tax statements and perform two additional mailouts.
- When necessary, perform basic duties in the motor vehicle and registration department.
- Work with others to solve unexpected problems and conflicts.
- Performs other duties as specified by Tax Assessor Collector.

KNOWLEDGE OF:

- Professional customer service skills.
- Personal computer skills and software, including Microsoft Office.
- Telephone technique and etiquette.
- Principles of business letter writing and basic report preparation.
- Principles and procedures of organization and record keeping.
- Basics and complex mathematical and accounting principles.
- Standard office policies, procedures, and equipment.

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ABILITY TO:

- Perform multiple tasks simultaneously in a timely manner.
- Communicate clearly and concisely, both verbally and in writing.
- Be detail oriented, have strong communication, problem solving, conflict resolution and stress tolerance skills.
- Understand and follow oral and written instructions.
- Properly interpret, understand and make decisions in accordance with laws, regulations and policies.
- Be responsible for large quantities of money.
- Function independently and without supervision, exercise good judgement, manage multiple projects and meet deadlines.
- Establish and maintain effective working relationships with county and other government officials, community groups and the general public.
- Operate equipment required to perform essential job function.
- Work in a safety-conscious environment, follow and promote good safety practices.
- Maintain confidentiality and security of information encountered daily.
- Travel when necessary

PHYSICAL DEMANDS:

The physical demands described here are the representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions

- Maintain physical condition needed to perform the assigned duties and responsibilities which may include sitting for an extended period, moving boxes weighing up to 25lbs and carrying light materials and operating assigned equipment.
- Maintain mental capacity permitting sound decisions and using good judgement, working with complex accounting and financial data, calculating a variety of accounting and mathematical equations and demonstrating intellectual capabilities.

EXPERIENCE AND TRAINING GUIDELINES

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. Atypical way to obtain knowledge and abilities would be:

Experience:

Reasonable amount of experience in tax assessment and collection including administrative or supervisory responsibilities.

Training:

Equivalent to the completion of the twelfth grade supplemented by training in accounting, tax collection, public administration or a related field.

EDUCATION AND LICENSING:

Education:

High School diploma or equivalent

Property Tax Assessment and Collection certification (attain)

Crosstrain to effectively manage basic vehicle Registration & Titling transactions including attaining RTS module certification.

Licensing:

Texas driver's license

Texas Notary Public (attain)

WORKING CONDITIONS:

Office environment, working closely with others and alone, exposure to computer screens.