



## **ASSISTANT TREASURER-TAX COLLECTOR**

**DEFINITION:** Under direction, to assist in formulating policy and procedures for the Office of the Treasurer-Tax Collector, to coordinate the planning, organizing, and directing of the activities of the two divisions of that office; to act for the Treasurer and Tax Collector during absences; and to do other work as required.

**CLASS CHARACTERISTICS:** This single-position class is assigned the responsibility of directing through subordinates the day-to-day activities of both the Treasurer's and the Tax Collector's Divisions of the Office of the Treasurer-Tax Collector in all areas of responsibility assigned to that office by state law and county ordinance. Reporting directly to the Treasurer and Tax Collector, the incumbent in this position utilizes department head directives, governmental laws, and established procedures to insure that areas of responsibility are being properly met.

**ESSENTIAL JOB DUTIES:** Plans and coordinates the activities of the divisions of the Treasurer and Tax Collector's Department; under established departmental policies, establishes work objectives and reviews work; coordinates work load; administers personnel policies and procedures and training and cross-training programs; administers the investment of surplus funds for the county, schools, and special districts; maintains custody of monies, collateral, and other securities; supervises the banking services operation provided for all departments; supervises the billing, collection, settlement, auditing, and foreclosing for special assessment bonds; provides direction on the billing, collection, and settlement of taxes; supervises the preparation and publishing of the annual list of delinquent taxes, the maintenance of records on property that has become tax defaulted, and publication of the notices of intent to sell property; oversees the sale of tax defaulted properties at public auction; responds to and maintains all bankruptcy cases; assists in the preparation of the annual departmental budget and supervises budget controls; analyzes proposed and newly enacted legislation affecting the practices and procedures of the Treasurer-Tax Collector's office; prepares or reviews and approves various reports and correspondence; confers with county officials and employees, representatives of other public agencies, and the private sector; complies with the disclosure laws pertaining to the distribution of public documents; participates in the issuance of debt and request for financing received from both the public and private sectors; attends legislative and educational conferences and seminars; represents the Treasurer-Tax Collector at meetings as directed; acts for the department head during absences.

## **EMPLOYMENT STANDARDS**

**Education/Experience:** Requires five years of increasingly responsible experience in governmental financial operations, banking, finance, budgeting, auditing, or professional accounting, including two years in a supervisory capacity. A Bachelor's degree from an accredited college or university with a major in business administration, accounting, banking, finance, economics, or a closely related field is preferred.

**Knowledge of:** The duties and responsibilities of the Treasurer-Tax Collector functions of the county; general and governmental accounting principles, theories, and procedures; federal, state, and local codes, rules and regulations relating to and influencing work-related operations; principles of public administration, organization, and supervision; accounting systems and procedures as applied to electronic data processing.

**Ability to:** Plan, supervise, and direct the work of an office staff; interpret and apply federal, state, and local laws, and local statutes or ordinances related to tax collection procedures; train and supervise personnel; prepare comprehensive and detailed financial and statistical reports; develop and initiate systems to accommodate the tax collections program requirements; establish and maintain effective relationships with the public and private sectors and co-workers; participate in and benefit from supervision, collaborative staff meetings and trainings; travel to and attend educational seminars; operate various office machines including, but not limited to, ten-key calculators, computers, and typewriters; sit for prolonged periods of time, produce written documentation by hand or computer; stand, walk, twist, and lift and carry up to 25 pounds; climb and descend stairs; use a telephone; drive a motor vehicle. Must be willing and available to work overtime as needed (this position is an exempt position in accordance with the provisions of the Fair Labor Standards Act).

**Special requirements:** Must possess a valid operator's license issued by the State Department of Motor Vehicles.