



GLENN COUNTY

An Affirmative Action – Equal Opportunity Employer
We Encourage Minorities, Women and Disabled Individuals to Apply

HAS A JOB OPPORTUNITY FOR

PROPERTY TAX COORDINATOR

SALARY RANGE: \$ \$18.02 - \$21.90 Per Hour. In addition to the salary **qualified** applicants will receive \$.75/hr. bilingual pay.

FINAL FILING DATE: An official Glenn County Application must be received in the Glenn County Personnel Department by 12:00 p.m., Noon, Friday, April 6, 2012 (extended).

THE POSITION

Glenn County is recruiting individuals to fill one vacant Property Tax Coordinator at the Department of Finance. The individual appointed to this position will perform a variety of duties. The position is scheduled for forty (40) hours per week. This recruitment *may* be used to establish a list to fill future vacancies for the next 6 months.

DUTIES

Provide technical guidance to facilitate developing goals, policies, plans, standards and procedures to carry out tax collection activities in regards to Glenn County's integrated property tax system. Administer diversified manual and automated programs on tax collection operations. Analyze complex policy and program proposals. Plan, Organize, schedule, assign, and review the office support work. Participate in the hiring and training of new staff. Design and procure tax bills, envelopes, and forms. Explain difficult tax procedures to the public. Prepare legal publications. Assist with the preparation of reports to the State Controller. Maintain over/short fund. Audit monies received on secured, unsecured, supplemental, and delinquent tax collections and deposits. Remain abreast of relevant legislation and make necessary office procedural changes to implement new legislation. Prepare performance evaluations. Address the most complex property tax issues and determine the most appropriate course of action. Design and implement applicable departmental goals, policies, and procedures. Identify automation needs in the Tax Collection Division and coordinate development. Build and maintain positive working relationships with co-workers, other County employees and the public using principles of good customer service. Represent the Division and the Department to outside agencies and organizations. Assume responsibility in the absence of the Assistant Director of Finance/Treasury. Design and maintain tax roll record keeping and processing systems. Manage the recording of adjusted tax bills, involved in parcel splits, lot line adjustments, segregations, and calamities. Insure division work processes are effective and on schedule in the completion and submission of fiscal information, reports, and correspondence. Provide other agencies and special districts with financial and tax information. Coordinate with the Assessor's Department and the Auditor Division to insure that Tax Collector's records are in agreement with those of other departments. Supervise the preparation and publishing of legal notices and delinquent tax lists and initiate actions to deed delinquent tax property to the state.

QUALIFICATIONS

Knowledge of: California tax code, tax collector manual and applicable state and Federal statutes. The operation, responsibilities, and common procedures of a County tax office. Collection and billing principles, practices, and procedures. Laws and regulations related to the collection and disbursement of property taxes. Principles and practices of organization, administration, and personnel management. Basic accounting principles and procedures. Accounting mathematics and statistical analysis. Modern office procedures, methods, and technology. Principles and application of data processing systems. English usage, spelling, grammar, and punctuation.

Ability to: Understand, interpret, and apply pertinent Federal, state, and local laws, rules, and regulations. Analyze complex tax refund and correction situations. Effectively plan, organize, and direct tax accounting activities. Provide effective leadership and supervision of assigned personnel. Think analytically and critically. Make sound, educated decisions and work independently with limited direct supervision. Perform accounting and mathematical calculations with speed and accuracy. Proficiently use personal computers and common office equipment. Prepare required reports accurately and in a timely manner. Communicate clearly and concisely, both orally and in writing. Establish and maintain cooperative working relationship with those contacted in the course of work. Proficiently use complex computer software programs related to property taxes.

TRAINING AND/OR EXPERIENCE

Experience: A minimum of five (5) years of experience in a California County Tax Collector's Office or other agency which administers its own tax billing and collection process; which includes at least two (2) years of experience in a lead or supervisory capacity with direct responsibility.

Training: Education equivalent to the completion of the twelfth grade, supplemented by course work in bookkeeping, accounting or a related field. Bachelor's degree in accounting, business management, public administration, or a related field desirable.

-Continued-

Personnel Department, County of Glenn, 525 W. Sycamore St., Suite A1, Willows, CA 95988-2739 (530) 934-6451
"TDD - - No Voice (530) 934-6444" FAX (530) 934-6452 or 934-6457
Website www.countyofglenn.net

SELECTION PROCESS: The selection process will consist of an application ranking, oral examination. The most qualified applicants will be invited to participate in an interview wherein their qualifications for this position will be reviewed in more detail. If you are selected for an interview, you will automatically be contacted. Applicants are encouraged to submit a resume detailing their training and experience with the official application form, but not in-lieu of completing the official Glenn County Application.

Eligible Lists are used for Full-Time (40 hrs/wk with benefits), Part-Time (20-39 hrs/wk with benefits), and Public Service Employee temporary (no benefits).

IMPORTANT: If you need accommodation in the examination/interview process, please contact the Personnel Department at least five (5) working days before a scheduled examination/interview. **If you would like to be notified of your standing after the close of the recruitment, please include a self-addressed, stamped envelope.**

Application forms may be obtained from and are to be returned to:

GLENN COUNTY PERSONNEL DEPARTMENT
525 W. SYCAMORE STREET, SUITE A1
WILLOWS CA 95988
TELEPHONE (530) 934-6451
FAX (530) 934-6452 or 934-6457
TDD--No Voice (530) 934-6444
Website www.countyofglenn.net

3/9/12

EMPLOYMENT INFORMATION

AN EQUAL OPPORTUNITY EMPLOYER: All applicants receive consideration for employment without regard to age, ancestry, color, marital status, national origin, political affiliation, race, religion, sex or other non-merit factors (except as limited by law, or bonafide occupational qualifications). The County has a policy prohibiting discrimination against qualified handicapped individuals.

APPLICATIONS: *Application forms must be filled out completely* and clearly show that minimum qualifications are met. All statements made on the application are subject to investigation and verification. A separate application must be filed for each position.

It is the responsibility of the applicant to ensure applications are received at the Glenn County Personnel Office by 12:00 p.m., Noon, on Friday, April 6, 2012.

RESIDENCE REQUIREMENTS: There is no residence requirement except certain positions may require the employee to reside within a reasonable commuting distance.

TRAVEL AND RELATED EXPENSES: Glenn County does not reimburse applicants for any travel or related expenses incurred in connection with applying for employment.

MEDICAL EXAMINATION: Applicants may be required to pass a medical examination as a condition of employment or promotion. Medical exams may include a fitness exam and a drug & alcohol screen.

SUMMARY OF EMPLOYEE BENEFITS

Benefits are subject to negotiations with employee organizations and may vary with individual bargaining units.

CREDIT UNION: Low interest loans and systematic savings through payroll deduction.

DEFERRED COMPENSATION: A tax deferred long-term savings plan is available to all employees.

DIRECT DEPOSIT: The County pays its employees Bi-Weekly through Direct Deposit to any financial institution that is a member of the Federal Reserve Automated ClearingHouse.

HOLIDAYS: 12 paid holidays per year.

HEALTH, DENTAL, VISION AND LIFE INSURANCE: The County makes available to employees and their dependents a health, dental and a vision program. The County pays the premium for a group term life insurance policy, and also a short-term disability insurance policy.

SICK LEAVE: 12 days per year; unlimited maximum accrual.

RETIREMENT: Employees participate in the Public Employee's Retirement System and Social Security.

VACATION: 0 – 2 full years; 11 days, 3 – 12 full years; 16 days, 13 – 20 full years; 21 days, after 20 full years; 26 days.

THE ABOVE INFORMATION IS GENERAL IN NATURE AND DOES NOT CONSTITUTE AN EXPRESSED OR IMPLIED CONTRACT.