

PROPERTY TAX COORDINATOR

DEFINITION

Under general direction plan, organize, and supervise the property tax collection function of the Department of Finance; coordinate the billing, collecting, and reporting, insuring that established internal control is maintained; account for secured, unsecured, supplemental, transient occupancy, racehorse, and delinquent property taxes; provide supervision of daily tax collection activities; assist with the banking programs; supervise subordinate staff; and perform other duties as required.

SUPERVISION RECEIVED AND EXERCISED

Reports directly to the Assistant Director of Finance/Treasury. Assigns, reviews, and coordinates the work of clerical and technical personnel.

EXAMPLES OF DUTIES – Duties may include, but are not limited to, the following:

Provides 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.

Administers diversified manual and automated programs on tax collections operations.

Analyzes complex policy and program proposals.

Plans, organizes, schedules, assigns, and reviews the office support work.

Participates in the hiring and training of new staff.

Designs and procures tax bills, envelopes, and forms.

Explains difficult tax procedures to the public.

Prepares legal publications.

Assists with the preparation of reports to the State Controller.

Maintains over/short fund.

Audits monies received on secured, unsecured, supplemental, and delinquent tax collections and deposits.

Remains abreast of relevant legislation and makes necessary office procedural changes to implement new legislation.

Prepares performance evaluations.

Property Tax Coordinator
Rev.- 03/12/06
Rev.- 02/11/07
Rev.- 07/01/07
Rev.- 01/13/08
Rev.- 07/13/08

M.O. #6-3/21/06
M.O. #22-2/6/07
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Addresses the most complex property tax issues and determines the most appropriate course of action.

Designs and implements applicable departmental goals, policies, and procedures.

Identifies automation needs in the Tax Collection Division and coordinates 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.

Designs and maintains tax roll record keeping and processing systems.

Manages the recording of adjusted tax bills involved in parcel splits, lot line adjustments, segregations, and calamities.

Insures division work processes are effective and on schedule in the completion and submission of fiscal information, reports, and correspondence.

Provides other agencies and special districts with financial and tax information.

Coordinates with the Assessor's Department and the Auditor Division to insure that Tax Collector's records are in agreement with those of other departments.

Supervises the preparation and publishing of legal notices and delinquent tax lists and initiates 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.

EXPERIENCE AND TRAINING GUIDELINES:

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

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.

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Bargaining Unit:	12
FLSA Status:	Y
Workers' Compensation Code:	8810
Pay Table	CNTY
Range:	329