

Job Title: Deputy Tax Collector

Wage/Hour Status: Exempt

Reports to: Business Manager/Tax Assessor Collector

Date Revised: November 21, 2005

Dept./School: Business/Tax Office

Primary Purpose:

Serve as deputy tax collector of the business/tax office. Carry out the legal duties assigned to the collection of taxes for the school district.

Preferred Minimum Qualifications:

Education/Certification:

TAAO Tax Collector Certification

Special Knowledge/Skills:

Knowledge of tax collection procedures/practices and bookkeeping practices/principles

Ability to use a calculator (10-key by touch)

Knowledge of state and local tax codes

Knowledge of arithmetic practices as they relate to tax collection

Knowledge of local area and its properties

Ability to use appropriate tax collection software and to interpret/present data

Strong communication, public relations, and interpersonal skills

Experience:

Appropriate experience (or excellent potential) in property tax operations

Major Responsibilities and Duties:

Tax Collection

1. Ability to verify the calculation of the tax on each property by applying the adopted rates to the appraised value.
2. Monitor activities of the county tax appraisal district and work with representatives on appraisal of properties in the district.
3. Give bond to the board of trustees conditioned on the faithful performance of duties.
4. Assist in the preparation and mailing of a tax bill to each person, or authorized agent, in whose name property is listed on the tax roll.
5. Assist in the preparation of the current and cumulative delinquent tax roll each year.
6. Input tax data using designated computerized systems
7. At the request of any person, issue a certificate showing the amount of delinquent taxes, penalties, and interest due to the district on a property according to the district's current tax records.

8. At the request of a property owner, or his or her agent, issue a receipt showing the amount of taxes imposed by the district in the year(s) for which information is requested and the amount of taxes paid.
9. Collect revenue for current and delinquent taxes due and deposit income in designated bank accounts,
10. Refund overpayments, erroneous payments, or duplicate payments of taxes as provided by law and inform district's auditor at required intervals.
11. Assist in ensuring that property taxation is fair and uniform and apply all laws, rules, methods, and procedures in a uniform manner to all taxpayers.
12. Collect revenue and make deposits
13. Process/account for all tax payments transactions, including receipt of cash and making deposits

Policy, Reports, and Law; Communication; and Personnel

14. Compile, maintain, file, and present all computerized and physical reports, records, and other documents as requested or required by law, including accounting for all tax collected or delinquent.
15. Comply with policies established by federal and state law, State Board of Education rule, and local board policy.
16. Resolve tax problems and complaints in an equitable manner.
17. Maintain a positive and effective relationship with the business manager, superintendent and board of trustees.
18. Communicate effectively with colleagues and taxpayers.
19. Work with the community, organizations, and governing bodies to provide information about property taxation in the district.
20. Assist in training other personnel to ensure the department's continuing effective operation.

Supervisory Responsibilities:

Supervise and evaluate the performance of tax office staff assigned on a permanent and/or seasonal basis.

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

Maintain emotional control under stress. Some districtwide and statewide travel; occasional prolonged and irregular hours.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved by Ned Burns, Superintendent

Date November 21, 2005