

COLUMBIA COUNTY, OREGON
JOB DESCRIPTION: **TAX COLLECTOR**
DATE: 2/12/2015

EXEMPT (Y/N):	Yes	JOB CODE:	CSC
DEPARTMENT:	Finance	CLASSIFICATION:	033
SUPERVISOR:	Finance Director	SALARY RANGE:	E 05
UNION (Y/N):	No	LOCAL:	NA

GENERAL STATEMENT OF DUTIES: Supervise and direct the Property Tax Collection program as established by the Oregon Revised Statutes for the benefit of all Columbia County Taxing Districts. Do related work as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Ensure a compliant and efficient property tax collection operation through effective organization and supervision of the Tax Office. Plan, organize and supervise activities of the Tax Office, including designing/ mailing property tax statements, collection and recording of property tax payments, maintenance of the tax roll, foreclosure proceedings, collection of current and delinquent property taxes, computations of interest and discounts, processing corrections and refunds, responding to community and business queries, etc.

Assign and train staff, recommending disciplinary action and providing recommendations on hiring or dismissal decisions.

Supervise and participate in the controlled handling of a multi million dollar cash operation, bank deposits and reconciliation of cash and computer postings, by tax years, to relevant tax accounts.

Ensure all activities performed so that the County is in compliance with all state statutes specific to property tax collection and the relevant GAAP and GASB standards for cash handling and accounting.

Maintain effective relationships with County departments that interact with the property tax collection program including the County Assessor, Treasurer and Finance Director, Surveyor, County Counsel and others. Maintain effective relationships with partners in the Department of Revenue, other Counties, Taxing Districts, technology vendors and mortgage service companies and banks.

Utilize technology to facilitate efficient and cost-effective operations (financial processing, statement production and disbursement to tax payers, tax account data maintenance and analysis, etc.) and communications strategies to keep the public well informed as to the property tax calendar, relevant regulations, forms of payment and deadlines for payments.

Ensure development of and timely submission of the annual state CAFFA grant program.

Maintain current knowledge and comprehension of laws and rules concerning property tax collection and disbursement of said monies to taxing districts. Confer with officials from other counties and the State for the purpose of coordinating programs and uniform procedures and obtaining information related to new laws and legal opinions.

Work on other assignments in the areas of grant management, fixed assets management, bank reconciliations, vendor management duties, etc., when workflow demands allow.

Develop and manage the Tax Office budget.

Attend meetings and conferences as required.

For assigned internal controls areas, assure that County has documented controls and that staff is working in a manner consistent with those policies.

Create and maintain process documentation for all County processes conducted on routine basis in accordance with Continuity of Operations Planning (COOP) standards.

Follow all safety rules and procedures established for work areas. Comply with all County policies and procedures.

SUPERVISORY RESPONSIBILITIES: Supervise 2-3 Tax Office employees. Carry out supervisory responsibilities in accordance with the County's policies, procedures, labor union agreements and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems. Coordinate all personnel functions with the Finance Director.

SUPERVISION RECEIVED: Work under the general direction of the Director of Finance and Taxation who provides policy and administrative direction and reviews performance.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE: Bachelor's degree in the field of accounting or related area plus five years of progressively responsible experience in areas of essential duties or an Associate's degree in the field of accounting or related area plus ten years of progressively responsible experience in areas of essential duties. Any satisfactory combination of experience and training which demonstrates the ability to perform the above duties may be accepted.

KNOWLEDGE, SKILL AND ABILITY: Considerable knowledge of tax collection procedures, Oregon tax law, calculation of tax bills and interest and accounting principles

and practices. General knowledge of office practices and procedures and the principles of supervision. Familiarity with the use of personal computers and business software such as word processing with an extensive knowledge of spreadsheet applications.

Ability to effectively supervise and direct the work of tax/accounting clerks and other clerical employees. Ability to maintain effective working relationships with fellow employees, supervisors, other agencies, County officials and the general public.

Ability to perform detailed work involving written or numerical data and to make arithmetical calculations rapidly and accurately. Ability to act independently in the absence of supervision and instructions. Ability to prioritize and accomplish quickly and efficiently a large number of diverse tasks. Ability to communicate effectively both verbally and in writing.

Ability to provide effective customer service and to handle the occasional difficult interpersonal situation.

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

Minimal, involving the movement of files, books, equipments, etc. seldom exceeding 20 pounds.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

General office environment.