

CHIEF DEPUTY TREASURER – TAX COLLECTOR

DEFINITION

To assist in planning, organizing, directing and evaluating the operations of the Treasurer-Tax Collector Division within the office of the Treasurer – Tax Collector – County Clerk, which includes the collection and investment of County revenues, to supervise and evaluate the work of subordinate staff; to act for the County Treasurer-Tax Collector in his/her absence; and to perform related duties and responsibilities as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Treasurer -Tax Collector - County Clerk.

Exercises direction over paraprofessional, accounting and clerical staff.

EXAMPLES OF ESSENTIAL FUNCTIONS

Assists in planning, organizing, directing and evaluating the operations of the Treasurer-Tax Collector Division.

Assists in the development and implementation of division goals, objectives, policies and procedures; evaluates division operations, and makes recommendations to enhance efficiency and effectiveness as appropriate.

Monitors and ensures department compliance with all applicable laws, regulations, codes, ordinances and standards.

Supervises the work of subordinate staff in the division; supervisory duties include scheduling, planning and assigning work, evaluating performance, maintaining standards, coordinating activities, participating in employee interviews and selection, allocating personnel, and acting on employee problems.

Coordinates and/or participates in employee training.

Assists in preparing and monitoring annual division budgets; prepares related reports.

Establishes and maintains internal accounting and record-keeping controls.

Reviews and verifies calculations, deposits, worksheets, entries, and various records and reports for completeness and accuracy.

Supervises and participates in the maintenance of the County treasury, including receiving, receipting, recording and depositing funds into bank accounts; calculating daily cash flow requirements and available monies; transferring funds; balancing bank statements and preparing month end reports, etc.

Supervises and participates in the collection of County taxes, including transient occupancy taxes; receipts, posts and balances collections; manages delinquent collections; updates tax roll; prepares for and assists in conducting public sales of tax-defaulted properties; and prepares related advertisements, correspondence, records and reports.

Oversees tracking of open bankruptcies with tax accounts in Mariposa County; submits claims for the collection of taxes; accepts payments and maintains accurate accounting of balances due for each case until disbursed or dismissed.

Assists supervisor and investment advisors with the investment of County revenues.

Assists with County Clerk duties, including issuing marriage licenses and passports, performing marriage ceremonies, maintaining accurate files of published businesses, administering the oath of office, and completing and filing other public documents as required.

Oversees the preparation and processing of outgoing mail for multiple County departments; oversees the preparation of related records and reports.

Assists in developing and maintaining systems and procedures for manual and electronic data processing.

Maintains detailed records and prepares various administrative and financial reports as required.

Prepares agenda items for action required by the Board of Supervisors.

Assists in coordinating department activities and services with those of other departments, divisions and agencies as appropriate.

Represents the Treasurer-Tax Collector or Chief Deputy County Clerk in his/her absence or as directed at meetings and other functions; and performs duties of supervisor and supervises subordinate staff members as required.

Receives and responds to inquiries, requests for assistance and complaints from the public.

Performs general administrative work as required, including but not limited to preparing reports and correspondence, copying and filing documents, entering and retrieving computer data, answering the telephone, sending and receiving faxes, and assisting customers, etc.

EMPLOYMENT STANDARDS

Knowledge of:

All pertinent federal, state and county laws, codes, regulations and standards.

County and department policies and procedures.

Principles and practices of organization, public administration and personnel management.

Principles and practices of County revenue collection, accounting, investment of public funds, and cash management.

Principles and practices of voter registration and election management.

Methods of filing and indexing documents; principles and procedures of record keeping.

Legal terminology, forms and procedures.

Budget preparation and administration.

English usage, spelling, grammar and punctuation.

Modern office procedures, practices and technology.

The use of computers for word and data processing and other applications related to financial record keeping and accounting, including database spreadsheet programs.

Ability to:

Understand, interpret and enforce pertinent federal, state and local laws, codes, rules and regulations, and County and department policies and procedures.

Effectively perform treasury, revenue collection, and official government record-keeping duties.

Supervise and handle situations in a diverse office setting, often working on multiple projects simultaneously.

Meet critical deadlines.

Train, supervise and evaluate the work of others.

Develop and administer sound departmental policies and procedures.

Analyze problems, evaluate alternatives and make sound recommendations.

Work independently with minimal supervision.

Examine and verify financial documents and reports.

Effectively and efficiently use computer programs for word processing, data processing and spreadsheet preparation.

Communicate effectively with the public and with others contacted in the course of work.

Communicate effectively both orally and in writing.

Perform required accounting and arithmetical calculations with speed and accuracy.

TYPICAL WORKING CONDITIONS

Work is performed in a normal office environment.

TYPICAL PHYSICAL REQUIREMENTS

Requires the ability to sit at a desk for long periods of time and intermittently walk, stand, stoop, kneel, crouch and reach while performing office duties; lift and/or move light weights; use hands to finger, handle or feel objects, tools or controls. Must be able to maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading and writing, and operating office equipment. Must be able to use a telephone to communicate verbally

and a keyboard to communicate through written means, to review information and enter/retrieve data, to see and read characters on a computer screen.

MINIMUM QUALIFICATIONS

Experience:

Five years of increasingly responsible experience performing a variety of administrative, legal, or fiscal activities, including at least two years in a supervisory, management, or administrative capacity.

Education:

High school or GED equivalent. Graduation from an accredited college or university with a Bachelor's degree in accounting, finance, public administration, business administration or closely related field.

Substitution:

Additional qualifying experience may be substituted on a year-for-year basis for up to four years of the required education.

Additional Requirements:

Possession of a valid California driver's license. Under certain circumstances, the Human Resources Director may accept a valid driver's license from another state if applicant acknowledges his/her intent to acquire a California driver's license within three months by signing an acknowledgement form.

This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbents may be expected to perform job-related duties other than those contained in this document.