

ASSISTANT TREASURER/TAX COLLECTOR

DEFINITION

Under general direction, to assist with planning, organizing, directing, and coordinating the functions and operations of County Treasurer/Tax Collector's Office; to oversee billing, collecting, and reporting functions, insuring proper internal controls and accounting for secured, unsecured, supplemental, and delinquent property taxes and the transient occupancy tax; to perform accounting and fiscal recordkeeping duties in the collection of secured property taxes; to assist with investment and cash management of County funds; to provide staff supervision, training, and evaluation; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This is a specialized single position classification which oversees the daily operations of the County Treasurer/Tax Collector's office and provides administrative support for the County Treasurer/Tax Collector.

REPORTS TO

County Treasurer/Tax Collector.

CLASSIFICATIONS DIRECTLY SUPERVISED

Fiscal and Technical Services Assistant I, II, and III, and Office Assistant I and II.

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EXAMPLES OF DUTIES

Assists the County Treasurer/Tax Collector with planning, directing, supervising, and coordinating the functions and operations of the Treasurer/Tax Collector's office including tax notification, collection, accounting, investments, cash management, and remittance of funds received; coordinates accounting and reporting procedures; assists with planning and implementation of County investments, representing the County Treasurer/Tax Collector in investments; supervises the reconciliation of bank, general ledger cash, daily cash management, and investment revenues; designs and implements Department forms; audits and posts daily secured and supplemental collection receipts as necessary; balances fiscal records with the Auditor/Controller's Office after each tax settlement as necessary; pays the Department's bills when required; assists with preparation and administration of the Department budget; assists with hiring and training new staff; explains difficult tax procedures to the public; assists with preparation of legal publications; prepares reports for the State Controller; maintains special funds; makes final audits of monies received on secured tax collections; oversees collection and processing of unsecured, supplemental, and delinquent tax collections and deposits; answers correspondence requiring specialized knowledge of Treasurer/Tax Collector policies and operations; maintains current awareness of relevant legislation and makes necessary office procedural changes to implement legislative mandates; acts for the Treasurer/Tax Collector in the Treasurer/Tax Collector's absence; prepares, processes, and maintains payroll records; evaluates staff performance; assists with the review and implementation of policy and procedure changes; serves as a liaison with the public, committees, boards, groups, and associations.

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, calculators, copiers, and FAX.

TYPICAL WORKING CONDITIONS

Work is performed in an office environment; continuous contact with staff and the public.

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DESIRABLE QUALIFICATIONS

Knowledge of:

- Operation, responsibilities, and procedures of the County Treasurer/Tax Office.
- The California Revenue and Taxation Code as applied to local tax collection and reporting requirements.
- Accounting principles and practices and complex financial recordkeeping procedures.
- Investment principles and procedures.
- Cash management.
- General governmental accounting control practices.
- Property parcel descriptions and terminology.
- Organization and functions of the various departments and political subdivisions of the County.
- Office management methods and procedures.
- Principles of supervision, training, and staff evaluation.

Ability to:

- Assist with planning, assigning, coordinating, and directing the functions and operations of the County Treasurer/Tax Collector's Office.
- Provide supervision, training, and work evaluation for assigned staff.
- Perform a wide variety of complex and specialized administrative and fiscal support work for the Plumas County Treasurer/Tax Collector.
- Interpret, explain, and apply a variety of County Treasurer/Tax Collector policies, rules, procedures, and regulations.
- Assist the County Treasurer/Tax Collector with the investment and cash management of County funds.
- Analyze, develop, and modify financial recordkeeping procedures.
- Maintain or supervise the maintenance of tax records and formulate statistical accounting reports on tax matters.
- Gather, organize, analyze, and present a variety of data and information.
- Prepare, clear, concise and accurate records and reports.
- Effectively represent the County Treasurer/Tax Collector in answering questions, responding to inquiries, providing assistance, and dealing with concerns from the public, community organizations, other County staff, and other government agencies.
- Establish and maintain cooperative working relationships.

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

At least five (5) years of responsible work experience in a California County Tax Collector's Office, including at least two (2) years of experience in a lead or supervisory capacity. Experience should include direct responsibility for one or more of the following functions: Secured taxes, Unsecured taxes, Redemptions, Investments, and Supplemental Taxes.

Equivalent to successful completion of the courses required for a major in accounting at an accredited four (4) year college or university; or successful completion of a professional accounting, finance, economics, business administration, or public administration curriculum given by an approved institution which included courses in elementary and advanced accounting, auditing, cost accounting, finance, and business law.

Special Requirements: Possession of a valid California Driver's License issued by the State Department of Motor Vehicles.