CHIEF DEPUTY TREASURER - TAX COLLECTOR

DEFINITION

Under general direction, to assist with planning, organizing, directing, and coordinating the functions and operations of the 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 record-keeping duties in the collection of secured property taxes; to supervise and perform, as necessary, various duties relating to the reconciliation of bank account records, general ledger cash, daily cash management, and investment revenues; 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; Accountant I and II.

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, and remittance of funds received; coordinates accounting and reporting procedures; audits and posts daily secured and supplemental collection receipts; balances fiscal records with the Auditor - Controller's Office after each tax settlement; pays the Department's bills; assists with preparation and administration of the Department budget; assists with hiring and training new staff; orders tax bills, envelopes and forms as necessary; 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; may represent the Treasurer in investment decisions; may supervise and perform, as necessary, various duties relating to the reconciliation of bank account records, general ledger cash, daily cash management, and investment revenues; 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.
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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.

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.
• The California Government Code as applied to local government investments.
• Accounting principles and practices and complex financial record-keeping procedures.
• Cash management practices.
• 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 Amador County Treasurer - Tax Collector.
• Interpret, explain, and apply a variety of County Treasurer - Tax Collector policies, rules, procedures, and regulations.
• Analyze, develop, and modify financial record-keeping 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.
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, and Supplemental Taxes.

Special Requirements: None.