

CLASS SPECIFICATION

Yuba County

July 2004

CLASS TITLE: Chief Deputy Treasurer/Tax Collector

FLSA STATUS: Exempt

JOB SUMMARY:

Assists the Treasurer/Tax Collector in carrying out a variety of complex professional activities in support of the County Tax Collector and Treasurer's Office. Provides assistance in the day-to-day oversight of technical staff including assigning, directing, supervising and reviewing the work; completes professional accounting, investment, record keeping and public contact activities and performs related work as assigned.

CLASS CHARACTERISTICS:

This management class is responsible for the oversight of the tax collection functions and assists in the treasury and investment function of the department. While the majority of the responsibilities are in one functional area, the incumbent provides back-up and is familiar with the policies and procedures in each area of responsibility. The incumbent acts on behalf of the Treasurer-Tax Collector in their absence on all technical aspects and may occasionally be required to make public presentations to the Board or other departments, groups or agencies. This class is distinguished from the Treasurer/Tax Collector in that the later has overall statutory and management responsibility for the Treasury and Tax Collecting functions and staff.

EXAMPLES OF DUTIES:

Essential:

- Assists in planning, organizing, assigning, leading, reviewing and recommending evaluations of subordinate staff.
- Supports and assists in carrying out the goals, objectives, policies, procedures and work standards for the department.
- Maintains a current knowledge of laws and regulations related to the work; implements or improves work procedures and trains staff.
- Directs the day-to-day treasury function for the receipt of monies by the County; receives and verifies deposits from all County departments.
- Maintains accounting, financial and statistical records and posts data to ledgers; prepares periodic, special accounting or financial reports.
- Bills, collects, posts, and balances and reconciles bonds; distributes funds to bondholders.
- Calculates and estimates taxes, fees and assessments; sets up payment plans and processes redemptions.
- Researches and assembles information from a variety of sources for the completion of forms or the preparation of reports; makes complex calculations.
- Provides information to property owners, business persons and the public regarding taxes, other assessments and billings; explains complex laws, codes and regulations.
- Assists and directs citizens, over the phone or at the counter, regarding taxes, receipts, bonds, amounts, fees, deposits due and validity of charges and delinquencies.

Important:

- Uses standard office equipment, including a computer, in the course of the work.
- May be required to drive a personal or County motor vehicle to attend meetings.

QUALIFICATIONS:

Knowledge of:

Principles and practices of employee supervision, including selection, work planning, organization, performance review and evaluation, employee training and discipline.
Principles and practices of tax collection and apportionment.
Principles and practices of administrative analysis and research.
Basic investment principles and practices.
Accounting, financial record keeping, and bookkeeping practices, principles and procedures.
Administrative principles and practices, including program development, implementation, goal setting and evaluation.
Applicable laws, rules and regulations.
Computer applications related to the work.
Business arithmetic.
Correct business English usage.
Techniques for dealing with individuals of various ethnic and socio-economic groups, often in situations, which may be difficult or confrontational.

Skill in:

Planning, assigning, training, supervising, reviewing and evaluating the work of others.
Assisting in the development and implementation of goals, objectives, policies and procedures.
Performing complex and difficult tax collection, auditing and revenue support work.
Interpreting, applying and explaining complex laws, regulations and procedures.
Exercising sound, independent judgment within general procedural guidelines.
Maintaining accurate records and files.
Preparing clear, accurate reports, correspondence and other written materials.
Making accurate arithmetic and statistical calculations.
Establishing and maintaining effective working relationships with County staff and the public, occasionally in stressful situations.

Ability/Physical Requirements:

- Mobility to work in a typical office setting, use standard office equipment, may require ability to drive a motor vehicle
- Vision to read printed materials and a computer screen for prolonged periods of time.
- Hearing and speech to communicate in person or over the telephone

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

Working Conditions:

- Generally a typical office environment.

Licensing and Certification:

Specified positions may require the ability to obtain a valid California Class C driver's license within thirty (30) days of employment.

Background: The minimum and preferred requirements for this position are described below:

Minimum:

Equivalent to an AA degree with major course work in accounting, finance or closely related field and five (5) years of professional accounting, tax collection or financial support experience. Experience in a field directly related to the work may be substituted for the education on a two (2) years for one (1) year basis.

Preferred:

Equivalent to a four (4) year degree with major course work in accounting, finance, business administration or a field related to the work and additional years of experience of professional accounting, tax collection or financial support experience.

This Class Specification lists the major duties and requirements of the job. Incumbent may be expected to perform job-related duties other than those contained in this document.