



BOONE COUNTY JOB DESCRIPTION

JOB TITLE: <u>Chief Deputy Collector</u>	NEW: <u>X</u>	REVISED: <u> </u> <small>(Please check one)</small>
REPORTS TO: <u>Collector</u>	FLSA: <u>Exempt</u>	DATE: <u>10/11</u>
DEPARTMENT: <u>Collector</u>	JOB CODE: 101	

DEFINITIONS:

With limited supervision, oversees and supervises office staff in performing tax collection duties for Boone County, and assumes responsibility for office operations in the absence of the Collector.

ESSENTIAL FUNCTIONS: *(Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is **not** a comprehensive listing of all functions and tasks performed by incumbents of this class.)*

Prepares written evaluations and conducts evaluations of employees; performs problem solving and decision making in unusual tax situations; monitors daily, monthly, and annual balancing functions and reports; monitors processing of county tax payments; answers inquiries from taxpayers, employees and others in person, by telephone, or by mail; monitors and controls processing of bankruptcy accounts and protested tax payments.

Prepares and updates written office procedures; prepares and monitors reports; monitors counting and balancing daily receipts in cash drawers; directs daily flow to provide for efficiency in tax collections and maximizes office personnel.

Monitors and directs the delinquent tax property sale; prepares and processes Redemption Certificates; prepares and processes Collector's Deeds; prepares payroll and other budget information; monitors bad check collections; verifies, authorizes and issues refunds.

Attends meetings on behalf of Collector; acts as notary.

Prepares timeline for mailing of delinquent bills; prepares Personnel Action Forms; works with Purchasing Department to prepare sealed bids for lien searches, advertising, and related documentation; prepares written and oral bids; prepares print orders and purchasing needs report.

Assumes responsibility for office in absence of Collector.

KNOWLEDGE AND SKILL:

1. Considerable knowledge of County and state laws and regulations governing taxes and tax collections.
2. Knowledge of Generally Accepted Accounting Principles
3. Knowledge of Boone County policies and procedures.
4. Considerable knowledge of automated accounting systems
5. Skill in the use of personal computers, especially of spreadsheet software.
6. Skill in analysis, problem solving, and mathematics.
7. Skill in developing and maintaining cooperative working relationships with other County Departments.
8. Ability to present information and respond to questions from taxpayers and the general public.
9. Considerable skill in dealing with the public.

MINIMUM QUALIFICATIONS:

Bachelor's degree in Accounting, Business Administration, or related field; five years governmental accounting experience; three years supervisory experience or equivalent combination of education and experience.

APPROVALS:

Department Director: _____ Date: _____
(Signature)

HR Director: _____ Date: _____
(Signature)