



## BOONE COUNTY JOB DESCRIPTION

<b>JOB TITLE:</b> Deputy Collector	<b>NEW:</b> <input checked="" type="checkbox"/>	<b>REVISED:</b> <input type="checkbox"/>
<small>(Please check one)</small>		
<b>REPORTS TO:</b> Collector	<b>FLSA:</b> Non-Exempt	<b>DATE:</b> 10/11
<b>DEPARTMENT:</b> Collector	<b>JOB CODE:</b> 604	

### **DEFINITIONS:**

With general supervision, processes tax payments, updates and maintains merchant licenses, prepares spreadsheets, tracks accounts and assists in training new employees.

**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.)*

Opens and prepares office for business day; unlocks safe, distributes cash drawers, accesses daily voice mail messages, determines action needed and follows-up with taxpayer.

Updates and maintains voice mail messages for overnight or holidays; picks up, opens, distributes and processes mail; answers phones; greets and helps customers; prepares and mails correspondence.

Creates or coordinates reports, projects, and spreadsheets; creates, prints and distributes daily county sheets; creates annual rate sheets; creates, prints and mails delinquent bills for merchants; updates when closed, makes changes as needed.

Creates, updates, prints, and mails levee bills and follows up with any necessary delinquent bills; files correspondence, serves as notary public.

Enforces merchant licensing requirements; coordinates and supervises multiple bill listing, processing and collection, and provides technical knowledge to IT department; coordinates and develops public information brochures, pamphlets and flyers; contacts new merchants regarding county licenses.

Coordinates the mortgage company/tax servicing company process of real estate tax remittances including electronic payment by tape with lien holders and servicing companies; and coordinates and processes tax searches.

**KNOWLEDGE AND SKILL:**

1. Good knowledge of Boone County tax collection policies and procedures.
2. Good knowledge of relevant Boone County policies and procedures.
3. Skill in accurate recording of data in manual and computerized accounting systems.
4. Skill in the use of a personal computer and spreadsheet software.
5. Considerable Skill in dealing with the public in a professional manner.
6. Skill in establishing and maintaining cooperative working relationships with other employees and departments.

**MINIMUM QUALIFICATIONS:**

High school diploma or GED and four years of accounting experience; experience with personal computer word processing and spreadsheet software.

**APPROVALS:**

Department Director: \_\_\_\_\_ Date: \_\_\_\_\_  
(Signature)

HR Director: \_\_\_\_\_ Date: \_\_\_\_\_  
(Signature)