

LAURENS COUNTY, SOUTH CAROLINA

JOB TITLE: DELINQUENT TAX COLLECTOR

NOT A CONTRACT OF EMPLOYMENT – EMPLOYMENT IS AT-WILL

GENERAL STATEMENT OF JOB

Under occasional supervision, performs specialized clerical and technical accounting work in the collection of delinquent property taxes for Laurens County. Work involves locating defaulting taxpayers; collecting, receipting, and recording payments on delinquent accounts; maintaining required reports and records, and performing other functions as required. Reports to the Treasurer.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Conducts Delinquent Tax Sale according to SC Code of Laws, Title 12.

Documents Tax sales results on bid sheets; computes current taxes, delinquent taxes, and overage amounts.

Records Delinquent Tax Sale and pertinent information for each property in Permanent Delinquent Tax Sale Book.

Prepares notice of right to redeem/approaching end of redemption period.

Prepares and sends letters to successful bidders with information regarding amounts to record tax sale deeds; sends out required documents and letters after recording.

Files bankruptcy claims and probate claims for taxes owed and notifies the Treasurer's Office of payments and distributions.

Assists with coordination of information of individuals for submission to the Set-Off Debt Program.

Posts properties as needed, and coordinates tax sales.

Provides information and assistance to taxpayers in person and over the telephone; directs persons to other offices for service as necessary.

Receives and reviews a variety of documents, including policies and procedures, tax notices, tax and other payments, taxpayer records, DMV lists, and various other records, memos, and correspondence.

Prepares and/or processes a variety of documents, including tax receipts, credit card receipts, lists, and logs, and various other records, reports, memos, and correspondence.

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Refers to policy and procedure manuals, ordinances, laws, regulations, computer manuals, budgets, tax codes, etc.

Operates a vehicle and a variety of equipment such as a computer, printer, fax machine, copier, calculator, telephone, postage machine, scanner, paper shredder, etc.; uses general office supplies and computer word and data processing software.

Interacts and communicates with various groups and individuals such as County Officials, other department heads, staff, municipal and state government personnel, various outside professionals, attorneys, law enforcement and court personnel, taxpayers, and the general public.

Attends meetings, training, seminars, and conferences as appropriate to enhance job knowledge and skills.

ADDITIONAL JOB FUNCTIONS

Performs clerical/administrative duties as required, which may include preparing reports and correspondence, entering and retrieving computer data, copying, and filing documents, receiving, and responding to e-mails and faxes, answering the telephone, etc.

Performs other duties as required.

MINIMUM TRAINING AND EXPERIENCE

Desired level of formal education, professional qualifications, training and/or experience: Four-year business administration or related degree from a sufficiently accredited academic institution; two to three years of experience in government finance, accounting, or collections; combination of skills, knowledge, experience, and qualifications justifiably similar to those above, as well as proficiency in Microsoft Excel and Word. Requires six hours of continuing education annually. Must possess a valid state driver's license.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Requires sedentary work that involves walking or standing for brief periods, exerting up to ten pounds of force on a recurring basis, and some dexterity in operating tools and office equipment.

Data Conception: Requires the ability to compare and/or judge the readily observable functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

Interpersonal Communications: Requires the ability of speaking and/or signaling people to convey or exchange information. Includes receiving assignments and/or direction from Treasurer.

Language Ability: Requires ability to read a variety of financial and technical reports and documentation, policy and procedure manuals, tax records, etc. Requires the ability to prepare

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general reports, receipts, tax records, etc., with proper format, punctuation, spelling, and grammar, using all parts of speech. Requires the ability to speak with and before others with poise, voice control and confidence.

Intelligence: Requires the ability to apply principles of rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in oral, written, diagrammatic or schedule form. Requires the ability to learn and understand relatively complex principles and techniques; to make routine independent judgments in absence of supervision; to acquire knowledge of topics related to primary occupation. Must have the ability to comprehend and interpret received information.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow verbal and written instructions. Must be able to communicate effectively and efficiently with persons of varying educational/cultural backgrounds and in a variety of technical languages including general accounting, tax billing and collections.

Numeric Aptitude: Requires the ability to add and subtract totals, to multiply and divide, to use mathematical formulas, to determine percentages and decimals and to determine time. Must be able to use basic accounting mathematics and practical applications of fractions, percentages, ratio, and proportion.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width, and shape, and visually read various information.

Motor Coordination: Requires the ability to coordinate hands and eyes using office machinery; to operate motor vehicles.

Manual Dexterity: Requires the ability to handle a variety of items, keyboards, office equipment, control knobs, buttons, switches, catches, etc. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under significant stress when confronted with emergency situations or tight deadlines. The worker may be subject to tension as a regular, consistent part of the job.

Physical Communications: Requires the ability to talk and hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear).

PERFORMANCE INDICATORS

Knowledge of Job: Has thorough knowledge of the methods, procedures, and policies of the organization as they pertain to the performance of duties of the Delinquent Tax Collector. Is knowledgeable in the laws, ordinances, standards, and regulations pertaining to the specific duties and responsibilities of the position. Has knowledge of collection and billing principles, practices and procedures; legal/court forms, fines and processes related to collections activities;

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general principles of accounting and financial record-keeping practices; treasury/tax collection reporting requirements and procedures; local government revenue sources; accounting mathematics. Is able to keep abreast of trends and requirements in County government tax collection and related record-keeping and reporting; collect delinquent accounts and negotiate payment schedules; collect, analyze, evaluate, and process applicable information; recommend and implement improved collection procedures; perform mathematical/financial calculations quickly and accurately. Has the ability to assist co-workers and employees of other departments as required. Is able to take the initiative to complete the duties of the position without direct supervision. Is capable of producing quality work which requires constant attention to detail. Has the ability to learn and utilize new skills and information to improve job performance and efficiency. Has knowledge of proper English usage, punctuation, spelling, and grammar. Has knowledge of modern office practices and technology; has skill in the use of computers for word and data processing and records management. Is able to read and interpret relatively complex materials pertaining to the responsibilities of the job. Is able to assemble and analyze information and make written reports and records in a concise, clear, and effective manner. Is able to maintain confidentiality as required. Is able to produce quality work despite the stress of deadlines. Has knowledge of the terminology used within the department. Knows how to maintain effective relationships with personnel of other departments, professionals, and members of the public through contact and cooperation. Is able to communicate professionally and tactfully with the public in confrontational situations as required. Knows how to react calmly and quickly in emergency situations. Has knowledge of the occupational hazards and safety precautions of the industry.

Quality of Work: Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interacts with all County departments and divisions, co-workers, and the general public.

Quantity of Work: Maintains effective and efficient output of all duties and responsibilities as described under "Specific Duties and Responsibilities."

Dependability: Assumes responsibility for doing assigned work and meeting deadlines. Completes assigned work on or before deadlines in accordance with directives, County policy, standards and prescribed procedures. Accepts accountability for meeting assigned responsibilities in the technical, human, and conceptual areas.

Attendance: Attends work regularly and adheres to County policies and procedures regarding absences and tardiness. Provides adequate notice to the County Council with respect to vacation time and time-off requests.

Initiative and Enthusiasm: Maintains an enthusiastic, self-reliant, and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be done and initiates proper and acceptable direction for completion of work with a minimum of supervision and instruction.

Judgment: Exercises analytical judgment in areas of responsibility. Identifies problems or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to problems or situations. Implements decisions in accordance with prescribed

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and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice and researches problems, situations, and alternatives before exercising judgment.

Cooperation: Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with County policy or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation between all staff persons and departments within the County.

Relationships with Others: Shares knowledge with supervisors and staff for mutual benefit. Contributes to maintaining high morale among employees. Develops and maintains cooperative and courteous relationships inter- and intra-departmentally, and with external entities with whom the position interacts. Tactfully and effectively handles requests, suggestions, and complaints in order to establish and maintain goodwill. Emphasizes the importance of maintaining a positive image.

Coordination of Work: Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of elements of work and establishes a personal schedule accordingly. Attends meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules. Maintains a calendar for meetings, deadlines, and events.

Safety and Housekeeping: Adheres to all safety and housekeeping standards established by the County and various regulatory agencies. Sees that the standards are not violated. Maintains a clean and orderly workplace.

DISCLAIMER:

This job description is not an employment agreement or contract. Employment is at-will. Management has the exclusive right to alter this job description at any time without notice.

I have read and understand the job requirements, responsibilities and expectations set forth in the job description provided for my position.

Employee Print Name	Date
Employee Signature	