



CLASS SPECIFICATION

Modoc County

CLASS CODE:	3121-013
CLASS TITLE:	Chief Deputy Treasurer-Tax Collector
FLSA DESIGNATION:	Non-Exempt
RANGE/STEP:	320 (Step A-F \$4,812 - \$6,143)

JOB SUMMARY:

Under general direction, to assist the Treasurer-Tax Collector with planning, organizing, directing and managing functions and operations of the County Treasurer-Tax Collector's office; to provide supervision and training for the staff in the County Treasurer-Tax Collector Office; to oversee billing, collecting, and reporting functions, insuring proper internal controls; to assist with investment and cash management of County funds; to provide general assistance and answer questions regarding Treasurer-Tax Collector functions, policies and procedures; and to do related work as required.

DISTINGUISHING CHARACTERISTICS:

This is a full supervisory and management class for providing day-to-day direction, supervision and oversight of the functions of the County Treasurer-Tax Collector's Office.

Reports to:

Treasurer-Tax Collector

Classifications Supervised

Treasurer-Tax Collector Specialist I, II & III, Administrative Assistant and Extra Help.

EXAMPLES OF DUTIES:

Essential functions, as defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills, and other characteristics. The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. The position may not be required to perform all duties listed and may be required to perform additional, position-specific tasks.

- Assists with planning, organizing, and coordinating the functions of the County Treasurer-Tax Collector's Office.
- Supervises, trains, and evaluates the work of assigned staff; plans and coordinates department work assignments.
- Coordinates accounting and reporting procedures.
- Assists with the planning and implementation of County investments, representing the Treasurer-Tax Collector in carrying out investment functions.
- Oversees the reconciliation of bank, general ledger cash, daily cash management, and investment revenues.
- Audits and records daily collection receipts, as necessary.
- Balances fiscal records with the Auditor's office.
- Assists with the preparation and administration of the Department budget.

- Explains sensitive tax collection procedures to the public, prepares reports for the State Controller.
- Maintains special fund records; audits monies received on tax collections; oversees collection of delinquent taxes.
- Answers correspondence requiring specialized knowledge of Treasurer-Tax Collector policies and operations.
- Maintains current awareness of legislation, which effects Department functions.
- Provides advice on code and law changes to other staff.
- Assists with the review and implementation of policy and procedures changes.
- Represents the Treasurer-Tax Collector with the public, boards, commissions and representatives of other government agencies as delegate.

QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skill and ability required to satisfactorily perform the job's essential duties and responsibilities.

KNOWLEDGE, SKILLS, AND ABILITIES (KSA'S)

Knowledge of:

- Operations, policies, procedures and legal requirements of the County Treasurer-Tax Collector Office.
- The California Revenue and Taxation Code as applied to local tax collection and reporting requirements.
- General accounting theory, principles, and practices and their application to a variety of accounting transactions and problems.
- Laws, rules, regulations and policies affecting the financial operations and investments of the County.
- Cash management principles and methods.
- Principles of account classification.
- Budget development and control.
- Computerized financial management systems.
- Principles of supervision, training, work evaluation and management.

Ability to:

- Assist with planning, directing, coordinating and managing the functions of the County Treasurer-Tax Collector Office.
- Perform complex accounting, investing, auditing, and cash management work.
- Provide supervision, training, and work evaluation for assigned staff.
- Monitor and update fiscal records.
- Interpret, explain and apply a variety of County Treasurer-Tax Collector policies, rules, procedures and regulations.

- Develop objective analyses and recommendations for use by the County Treasurer-Tax Collector.
- Oversee the preparation and prepare a variety of financial, investment and cash management reports and statements.
- Gather, organize, analyze and present a variety of information.
- Make mathematical calculations quickly and accurately.
- Assist with the development and utilization of a computerized financial management system.
- Effectively represent the County Treasurer-Tax Collector with County management and staff, boards and commissions, the public, and representatives of other government agencies.
- Establish and maintain cooperative working relationships.
- Use a smartphone.
- Ability to utilize phone and computer applications.
- Ability to use and assist users with remote meeting technology.
- Ability to embrace new technology to make the workplace more efficient

Required to:

- Support the vision and mission of the county and its elected and appointed officials.
- Provide courteous and timely customer service to the public as the ultimate employers.
- Provide courteous and timely customer service to other county departments and work cooperatively with other county employees.
- Adhere to the Modoc County Code of Safe Practices.

EDUCATION AND EXPERIENCE:

Required:

Applicant must meet at least one of the following criteria:

- The person has served in a senior financial management position in a county, city, or other public agency dealing with similar financial responsibilities for a continuous period of not less than three years, including, but not limited to, treasurer-tax collector, auditor, auditor-controller, or the chief deputy or as an assistant in those offices.
- The person possesses a valid baccalaureate, masters, or doctoral degree from an accredited college or university in any of the following major fields of study: business administration, public administration, economics, finance, accounting, or a related field, with a minimum of sixteen college semester units, or their equivalent, in accounting, auditing, or finance.
- The person possesses a valid certificate issued by the California State Board of Accounting pursuant to Chapter I (commencing with Section 5000) of Division 3 of the Business and Professions Code, showing that person to be, and a permit authorizing the person to practice as a certified public accountant.
- The person possesses a valid charter issued by the Institute of Chartered Financial Analysts showing the person to be designated a chartered financial analyst, with a

minimum of sixteen college semester units, or their equivalent, in accounting, auditing, or finance.

- The person possesses a valid certificate issued by the Treasury Management Association showing the person to be designated a certified cash manager, with a minimum of sixteen college semester units, or their equivalent, in accounting, auditing, or finance.

PHYSICAL DEMANDS:

Mobility to work in a typical office setting and use standard office equipment, stamina to remain seated and concentrated for extended periods of time, vision to read printed materials and 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.

This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbents may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.

All County of Modoc employees are designated Disaster Service Workers (through state Law) (California Government Code Section 3100-3109). Employment with Modoc County requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Work related training as assigned, and to return to work as ordered in the event of an emergency.

FLSA Status is dependent upon meeting the qualifications for the exemption test. All of the following must be met in order for status to be Exempt. Upon meeting the Exempt status, a certification form will need to be completed to accompany the Personnel Action Notification form (PAN) form.


*Position created and approved by the Board of Supervisors on September 13, 2021
Effective: September 13, 2021*

Final verified classification approved by:

DocuSigned by:

Human Resources and Risk Management Director

Approved as to form:

DocuSigned by:

County Counsel

Received and filed by:

DocuSigned by:

Clerk of the Board