



CLASS SPECIFICATION

Modoc County

CLASS CODE:	4021-031
CLASS TITLE:	Treasurer-Tax Collector Specialist II
FLSA DESIGNATION:	Non-Exempt
RANGE/STEP:	240 (Step A-F \$3,229 - \$4,121)

JOB SUMMARY:

Under general direction to perform a variety of fiscal analysis and technical support work in the Treasurer-Tax Collector's office; to maintain current information on County cash flow and accounts; to assist with the investment of County funds; to plan and coordinate the collection of secured and unsecured taxes; to insure proper servicing of delinquent accounts; and to do related work as required.

DISTINGUISHING CHARACTERISTICS:

This is a specialized Treasury-Tax Collection classification. Incumbents perform a variety of fiscal analysis, technical support, and tax collection coordination in support of the functions and operations of the Treasurer-Tax Collector office. They also provide direction, guidance and coordination for fiscal support staff. Incumbents are expected to be proficient in working computerized tax collection, banking and fiscal management systems.

This is the fully qualified, journey level class in the administrative, technically, and fiscally oriented job series. Incumbents are expected to perform the full range of duties under general supervision. A Treasurer-Tax Collector Specialist II is expected to perform assigned duties with only occasional instructions or assistant. Incumbents have responsibility for planning, coordinating, and carrying out County collection functions, performing the most advanced and complex tax, treasurer, accounting, collections or other fiscal specialized recordkeeping work requiring substantial work background and experience in the area of assignments. The incumbent works with the Treasurer-Tax Collector and other County fiscal management staff to develop and implement collections policies and procedures.

Reports to:

Treasurer-Tax Collector and Chief Deputy Treasurer-Tax Collector

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.

- Performs complex fiscal analysis and technical support work in the functions and operations of the Treasurer-Tax Collector's Office.
- Provides fiscal support, balances county cash accounts, and coordinates with the banks as necessary.
- Post journal entries for cleared warrants, ACH and wire transfers.

- Data entry of all deposit permits for the County.
- Balances and reconciles trust accounts.
- Projects cash inflows and outflows and manages cash flow of County funds.
- Assists with the investment of County funds, performing day-to-day investment functions, as necessary.
- Works with legal staff regarding collection activities.
- Processes and maintains bankruptcy cases.
- Operates and uses the County computerized financial and tax management systems.
- Responds to difficult and sensitive citizen complaints and inquiries.
- Assists in planning, preparing and conducting County tax sales.
- Prepares printed forms, bidding requirements, and conducts purchases.
- Maintains property tax postponement program;
- Prepares written office procedures.
- Deposits and maintains controls over secured, unsecured and supplemental tax rolls.
- Plans, organizes, coordinates and carries out County Collections functions.
- Works with the Treasurer-Tax Collector and other County fiscal management staff to establish collections policies and procedures.
- Provides supervision, working coordination, and training for other County fiscal staff involved with collection efforts.
- Investigates delinquent accounts for collection of funds due.
- Gathers, analyzes and investigates data regarding delinquent accounts.
- Negotiates payment plans with debtors.
- Obtains requisite documents to facilitate collection procedures.
- Prepares and maintains correspondence with debtors.
- Ensures proper compliance with payment agreements and schedules.
- Interprets and explains laws, policies, and regulations regarding collections.
- Researches, prepares and serves legal documents on individuals, businesses and banks for the purpose of seizing equipment, bank accounts and other taxable property for the non-payment of unsecured property taxes.
- Designs and creates necessary forms.
- Processes all County deposits coming into the Treasury daily.
- Coordinates and assists with the preparation of tax statements.
- Balances secured, unsecured and supplemental tax rolls.
- All other duties as assigned.

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)

Ability to:

- 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:

Training and Experience:

Any combination of experience and education that will meet the requirements of the job. A suggested way to meet the requirement is:

Required:

Possess a valid California Class C driver's license.

AA/AS Degree or higher with BA/BS Degree preferred in field of business, accounting, or a related field or the equivalent of four years of financial/accounting work experience to meet the AA/AS Degree education requirement or eight years of financial/accounting work experience to meet the BA/BS Degree. Cash handling experience is desired.

AND

At least two years of general clerical office assistant experience.

Knowledge of spreadsheet and word processing software (prefer Microsoft Excel and Word). Ability to communicate, in writing and in person, policies and information in a clear and concise fashion.

AND

At least one year of experience equivalent to Treasurer-Tax Collector Specialist I and recommendation of the Treasurer-Tax Collector.

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 28, 2021
Effective: October 1, 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