



COUNTY OF MODOC

Treasurer and Tax Collector

204 S. Court Street
Alturas, California 96101

(530) 233-6223 Office
(530) 233-4808 Fax

CHERYL KNOCH
Treasurer-Tax Collector

Employment Opportunity

One Position: Treasurer-Tax Collector Specialist I
Range 220 (\$3,272-\$5,075) monthly

Deadline to Apply Open until filled

This is the first level in the administrative, technically, and fiscally oriented job series. The Treasurer-Tax Collector Specialist I requires administrative, accounting, and technical support knowledge and skills while learning the specific regulations and guidelines of an assigned program(s), division, or department within the County organization. Candidates assigned to this job class require attention to detail, excellent organizational skills, and a high degree of accuracy and timeliness.

Duties:

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 of 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.

Knowledge of:

Microsoft Excel or spreadsheet software and the use of formulas, Microsoft Word or word processing software, modern office procedures and equipment including computers, basic accounting procedures, business arithmetic, correct business English, including spelling, grammar and punctuation, techniques for dealing with the public, ability to communicate policies and information in a clear and concise fashion, data entry and standard report generation, financial record keeping and bookkeeping practices and techniques. Ability to speak Spanish a plus. Skill in: reviewing, posting, processing, balancing and reconciling complex financial and accounting records, cash handling, operating standard office equipment, using initiative and independent judgment within established procedural guidelines.

Ability to:

- Perform complex fiscal analysis and technical support work in the functions and operations of the Treasurer-Tax Collector's Office.
- Provide fiscal support, balance county cash accounts, and coordinate with the banks as necessary.
- Post journal entries for cleared warrants, ACH, and wire transfers.
- Data entry of all deposit permits for the County.
- Balance and reconciles trust accounts.
- Project cash inflows and outflows and manages cash flow of County monies.
- Assist with the investment of County funds, performing day-to-day investment functions, as necessary.
- Work with legal staff regarding collection activities.
- Process and maintain bankruptcy cases.
- Operate and use the County's computerized financial and tax management systems.
- Respond to difficult and sensitive citizen complaints and inquiries.

- Assist in planning, preparing, and conducting County tax sales.
- Prepare printed forms, bidding requirements, and conducts purchases.
- Maintain property tax postponement program.
- Prepares written office procedures.
- Deposit and maintains controls over secured, unsecured, and supplemental tax rolls.

Minimum Qualifications:

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

- Possess a valid California Class C driver's license.
- Equivalent of an AA/AS Degree or higher with BA/BS preferred in field of business, accounting, or a related field. Cash handling experience is desired.
- At least two years of general clerical office assistant experience.
- Plus, two years of financial/accounting work experience for candidates without a BA/BS degree.
- Knowledge of spreadsheet and word processing software (Microsoft Excel and Word is preferred)

To Apply: Submit a completed Modoc County job application and resume to Modoc County Treasurer-Tax Collector, 204 S Court St, Room 101, Alturas, CA 96101. Applications can be obtained at Modoc County Treasurer-Tax Collector's office or from the Modoc County website:

https://www.co.modoc.ca.us/departments/employment_opportunities.php

For more information, contact: Cheryl Knoch, Modoc County Treasurer-Tax Collector (cherylknoch@co.modoc.ca.us) or 530-233-6223

Modoc County is an affirmative Action/Equal Opportunity Employer. Modoc County does not discriminate on the basis of race, color, religion, marital status, national origin, ancestry, sex, sexual orientation, pregnancy, parenthood, political belief, physical or mental handicap.