

**ROWAN COUNTY
HUMAN RESOURCES**

JOB DESCRIPTION

Job Title : Deputy Tax Collector III
Department: Tax Administration
Revised : February 2023

Class : Paraprofessional
FLSA : Non-exempt

This job description supersedes any prior description for the Deputy Tax Collector III classification.

GENERAL DESCRIPTION

Advanced technical work in the collection of current and delinquent property taxes. Supervision is received from the Tax Collector who reviews work through observation and periodic conferences.

ESSENTIAL JOB FUNCTIONS (Any one position may not include all of the duties listed, nor do the listed examples include all tasks which may be found in positions of this class.)

Maintains complex general accounting books requiring the segregation of monies and expenditures into a number of accounts involving a combination of state, federal or county funds; reviews project expenditures to determine that expenditures are properly charged; and prepares necessary accounting and budget reports.

Prepares and balances specialized financial reports requiring the review of tax collection data and submits reports to Tax Collector and Finance. Sends out municipalities and fire district turnover reports.

Gathers and verifies monies collected from nine cashiers for the day and prepares deposit.

Ensures the accuracy and accountability for all revenue received, deposited, recorded, reconciled and reported by the department; prepares accounting and deposits for County Finance Department.

Consolidates daily receipts and reconciles to printed reports; forwards reports to Tax Collector; reviews collections reports, collection summaries, etc.

Prepares monthly and year-end reports of revenue collected; ensures other reports are completed and submitted to the Tax Collector and Finance; prepares reports and assists the Tax Collector with the year-end settlement.

Posts daily lockbox payments and mortgage company bulk payments; manages prepayments and post in a lockbox format.

Posts and balances credit card lockboxes.

Keys payables, maintains licenses, processes return checks, calculates prorations, estimates deferred taxes, keys tax rates, assists with budget preparations, prices and purchases supplies; backup for payroll.

Sends and receives information to the NC Local Government Debt Setoff Clearinghouse and the NC Department of Revenue; processes batch payments; generates and mails notification letters for taxpayers; generates a report of delinquent taxes that meet certain requirements and sends to the Clearinghouse each week.

Generates monthly refund reports for NCVTS and Tax Collection; researches payment to ensure payment is refunded to correct taxpayer; transfers information from reports into correct format to import into Munis for **Job Title:** Deputy Tax Collector III

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processing; puts information on the Novus Agenda for the Board of Commissioners to approve at monthly meetings.

Sets up and monitors Tax Seasons and files sent electronically to AutoAgent Tax processing System; receives and downloads payments files; researches and corrects any discrepancies or refunds by communicating with AutoAgent or individual mortgage companies; transfers payment file into tax software and post payment using lockbox method; communicates with finance to confirm monies received.

Office liaison with Tyler Tax, OSG (credit card), Southdata and County IT department.

Works closely with Support Specialist downloading files from OSG, Suntrust, and AutoAgent.

OTHER JOB FUNCTIONS

Performs duties of other staff members as needed.

Performs related duties as required.

Management reserves the right to add or amend duties at any time.

OTHER JOB FUNCTIONS

Maintains detailed records and files.

Performs duties of other staff members as needed.

Performs related duties as required.

Management reserves the right to add or amend duties at any time.

KNOWLEDGE, SKILLS, AND ABILITIES

Thorough knowledge of tax collection terminology, methods of procedures and of standard office procedures , practices, and equipment.

Skill in using a variety of office machines, computers and applicable software applications.

Ability to supervise the work of subordinates.

Ability to understand and follow oral and written directions and follow detailed work procedures.

Ability to post accounts and perform mathematical computations with speed and accuracy.

Ability to type accurately at a reasonable rate of speed.

Ability to establish and maintain effective working relationships with associates, subordinates, and the general public.

PHYSICAL REQUIREMENTS

Work is primarily sedentary in nature. Physical requirements include sitting for extended periods of time, walking, bending, stooping, and lifting books and files of approximately 35 lbs or less. Work may include

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extended periods of time viewing a computer video monitor and/or operating a keyboard. Work may include operation of a motor vehicle. Employee is not substantially exposed to adverse conditions or hazardous materials.

EXPOSURE CONTROL

Work activity does not entail predictable or unpredictable exposure to blood or body fluids.

MINIMUM EXPERIENCE AND TRAINING

Bachelor's Degree from an accredited college or university in Business Administration, Public Administration, Accounting, or related area and three years of experience in tax collections; or an Associate's Degree from an accredited college or university in a related field and five years of experience in tax collections; or equivalent combination of education and experience; previous paralegal and supervisory experience are preferred. Successful completion of training as prescribed in the North Carolina Machinery Act and certification as a Deputy Tax Collector from the North Carolina Tax Collector's Association within the first two years of employment. A valid driver's license is required.

**This job description does not create an employment contract,
implied or otherwise.**