



Chief Deputy Tax Assessor-Collector
Tax Assessor - Collector

TAC/1
Pay Grade: 22

JOB SUMMARY

This position assists the Tax Assessor-Collector in the supervision and management of the daily operations in the Tax Office.

MAJOR DUTIES

- Oversee the preparation and accuracy of deposits, refunds and reports.
- Verify the integrity of checks and balances with each system used in the tax office.
- Generates and submits various state-mandated tax notices and newspaper publications; ensures notices appear on county website and public access channel.
- Process Payments, correspondence and assist taxpayers.
- Performing bookkeeping tasks in association with the Treasurer's office to verify their monthly reports to the tax office and identify any discrepancies and take appropriate action.
- Assist the Tax Assessor-Collector with the balancing the each new tax year and review and updating accounts as necessary to assure we are in balance with the Appraisal District.
- Assists the Tax Assessor-Collector to prepare for and conduct staff meetings.
- Assist in preparing annual budget recommendations; assists in the management of approved funds.
- Develops a variety of regular and special reports through query writing.
- Assure that the staff is cross trained and that they are working in compliance with any state or local laws and regulations.
- Make sure that all Tax Office accounts are in balance and that the reconciliation of those accounts are done timely.
- Performs any other duties as assigned by the Tax Assessor-Collector.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of tax assessment and collection principles.
- Knowledge of relevant local, state and federal laws.
- Knowledge of administrative management and planning.
- Knowledge of the preparation and interpretation of statistical, technical, and narrative reports.
- Knowledge of county budget and personnel management principles.
- Skill in planning, organizing, directing and coordinating the work of personnel.
- Skill in the analysis of problems and the development and implementation of solutions.
- Skill in the preparation of clear and precise financial and statistical reports.
- Skill in preparing and administering budgets.
- Skill in oral and written communication.
- Ability to communicate in English and Spanish.

SUPERVISORY CONTROLS

The Tax Assessor - Collector assigns work in terms of department goals and objectives. The Chief Deputy reviews work through reports, and observation of department activities.

GUIDELINES

Guidelines include the Webb County Policies and Procedures Manual, Civil Service rules and regulations, the State of Texas Property Tax Code, the State of Texas Transportation Code, state legislative updates, and U.S. State Department Guidelines for Passport Agencies. These guidelines require judgment, selection and interpretation in application. This position develops department guidelines.

COMPLEXITY/SCOPE OF WORK

- The work consists of varied management and supervisory duties. Strict regulations contribute to the complexity of the position.
- The purpose of this position is to assist the Tax Assessor – Collector in directing department operations. Success in this position contributes to the efficiency and effectiveness of those operations.

CONTACTS

- Contacts are typically with co-workers, other county personnel, elected and appointed officials, and members of the general public.
- Contacts are typically to provide services; to give or exchange information; to resolve problems; to motivate or influence persons; or to justify, defend or negotiate matters.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table or while intermittently sitting, standing or stooping. The employee occasionally lifts light objects.
- The work is typically performed in an office.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

This position has direct supervision over Tax Office Staff.

MINIMUM QUALIFICATIONS

- College degree or college hours with experience in the Property Tax Field.
- Must have five years of related experience.

OTHER REQUIREMENT/INFORMATION

- Must possess a valid and current Texas driver's license for the type of vehicle or equipment operated.
- Drug and Alcohol Policy applies to this job. Pre-employment drug/alcohol testing, Motor Vehicle Record (MVR) and criminal background checks are required.
- This position *is covered* by Civil Service; therefore, is subject to the Civil Service Rules and Regulations in addition to all other Webb County policies.

ACKNOWLEDGEMENT

The undersigned have read, discussed and understand the full meaning of this job description and agree to abide by all terms and conditions herein expressed or implied.

Employee's Signature

Print Name

Date

Supervisor's Signature

Print Name

Date