



Records and Reports Supervisor
Tax Assessor - Collector

TAC/3
Pay Grade: 19

JOB SUMMARY

This position is responsible for supervising the recording and reporting of department funds.

MAJOR DUTIES

- Runs daily reports for judicial collections, MX totals, PX totals, hot checks, VIT, and liquor licenses; distributes daily reports to clerks for balancing.
- Prepares daily cash reports on property taxes, motor vehicle taxes and judicial collections.
- Enters and balances entity totals on a daily basis.
- Enters cash report totals to the County' Auditor's general ledger; submits cash reports to County Auditor.
- Maintains ledger for investigation cases.
- Balances credit cards and electronic checks; prepares related reports.
- Assists in the resolution of complex out-of-balance errors.
- Assists in balancing cashboxes.
- Runs a variety of daily property tax reports.
- Processes end-of-month pay-outs; wires fund transfers to taxing entities.
- Cuts checks for delinquent attorneys; prepares requests for payment for County Delinquent Attorney.
- Completes a variety of bank reconciliations.
- Provides auditors with balanced control totals.
- Prepares end-of-year and quarterly reports.
- Performs any other duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of generally accepted accounting principles.
- Knowledge of computers and job-related software programs.
- Knowledge of internal control principles.
- Knowledge of cash management principles.
- Knowledge of supervisory principles and practices.
- 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 oral and written communication.
- Ability to communicate in English and Spanish.

SUPERVISORY CONTROLS

The Operations Administrator assigns work in terms of very general instructions. The supervisor spot-checks completed work for compliance with procedures and the nature and propriety of the final results.

GUIDELINES

Guidelines include State Comptroller guidelines, Texas Department of Motor Vehicles policies, Webb County Auditor's rules and regulations, and Webb County Treasurer's rules and regulations. These guidelines require judgment, selection and interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of varied accounting and supervisory duties. Strict regulations and the need for accuracy contribute to the complexity of the position.
- The purpose of this position is to supervise the recording and reporting of department revenue. Success in this position contributes to the accuracy and completeness of financial transactions and related records.

CONTACTS

- Contacts are typically with co-workers, other county personnel, elected and appointed officials, auditors, 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 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 Assistant Supervisor – Records and Reports (1) and Attendance & Bookkeeping Technician (2).

MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with the completion of a baccalaureate degree from an accredited college or university in a course of study related to the occupational field.
- Must have three to 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 not 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



Assistant Supervisor – Motor Vehicle
Tax Assessor - Collector

TAC/22
Pay Grade: 15

JOB SUMMARY

This position is responsible for assisting in supervising and providing technical assistance to Deputy Tax Collectors and for ensuring compliance with state mandates of motor vehicle transactions.

MAJOR DUTIES

- Assists in supervising and providing technical assistance to all Deputy Tax Collectors in motor vehicle titles and registration.
- Assists in resolving taxpayer issues.
- Processes motor vehicle registrations as necessary.
- Provides motor vehicle information as requested.
- Submits daily balance reports.
- Maintains accurate accounting of all cash and check transactions to properly balance cashbox.
- Insures security of assigned motor vehicle validation receipts, license plates, applications for title receipts, and other assigned inventory.
- Issues motor vehicle inventory to staff and maintains related records.
- Checks cashboxes on a daily basis.
- Verifies all checks with proper taxpayer IDs.
- Assists with motor vehicle reports.
- Performs any other duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of computers and job-related software programs.
- Knowledge of state motor vehicle license and registration policies and procedures.