

TREASURER/TAX SPECIALIST II

DEFINITION

Under general supervision to perform specialized accounting and statistical, recordkeeping in connection with the maintenance and processing of tax, treasury or other fiscal records; assisting the public or other County staff with specialized Department procedures; to provide a variety of information about Department policies and procedures; to perform a variety of technical and office support assignments; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This is the journey level in the Treasury/Tax Specialist series. Incumbents have responsibility for performing the most advanced and complex tax, treasurer, or other fiscal specialized recordkeeping work requiring substantial work background and experience in the area of assignment. They are also required to provide specialized and technical public assistance. This class is distinguished from Treasury/Tax Specialist I by the performance of more complex assignments.

REPORTS TO

Assistant Treasurer/Tax Collector or Collections Officer.

CLASSIFICATIONS DIRECTLY SUPERVISED

None

TREASURY/TAX SPECIALIST II – 2

EXAMPLES OF DUTIES

- Serves as a technical resource for other county departments and agencies.
- Performs a wide scope of complex and specialized technical financial and statistical record keeping work; maintains journals, general ledgers, and subsidiary ledgers.
- Maintains and updates accounts receivable.
- Posts journal entries for cleared warrants, ACH and wire transfers.
- Reconciles daily expenditures.
- Develops and maintains statistics for the preparation of State and County reports.
- Interprets and applies Federal, State and County codes, procedures and rules in collecting and processing taxes, court fines and fees.
- Investigates delinquent accounts for collection of monies due gathers and investigates financial information from credit sources.
- Evaluates data and determines the ability to pay; conducts executions on property for non-payment of taxes.
- Negotiates payment agreements and schedules.
- Prepares files for court hearings and actions.
- Uses a variety of methods and procedures for locating absent taxpayers.
- Interviews debtors and others regarding taxes and court ordered debts.
- Contacts other agencies in locating taxpayers and court clientele and obtaining payment; takes appropriate action to deal with uncooperative clientele.
- Identifies and resolves a variety of complex account and statistical records keeping problems.
- Prepares periodic billings.
- Operates office equipment and computers.

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communication; use of office equipment, including computer, telephone, calculator, copiers, and FAX.

TYPICAL WORKING CONDITIONS

Work is performed in an office environment; continuous contact with staff and the public.

TREASURY/TAX SPECIALIST II – 3

DESIRABLE QUALIFICATIONS

Knowledge of:

- Methods, practices, and terminology of financial and statistical recordkeeping.
- Laws, rules, and regulations governing the maintenance of fiscal records and collections of taxes and court ordered debts, including, but not limited to: Government Code, Revenue and Taxation Code, Streets and Highways Code, Code of Civil Procedure, Civil Procedure, Civil Code, Bankruptcy laws, Plumas County Code.
- Basic principles and terminology of accounting.
- Policies, procedures and programs of the Plumas County Treasurer/Tax Collector/Collections Department.
- Good public relations techniques.
- Computerized financial information systems used by the County.
- Modern office methods and procedures.

Ability to:

- Perform a variety of the most complex and technical specialized financial and statistical record keeping work.
- Read and understand codes, statutes, and information related to financial and statistical recordkeeping work.
- Gather and organize data and information.
- Prepare financial and statistical reports.
- Make mathematical calculations quickly and accurately.
- Work with computerized financial and special information systems and use a computer for financial and statistical recordkeeping work.
- Deal tactfully and courteously with the public and other staff when explaining the functions and policies of the work areas where assigned.
- Establish and maintain cooperative working relationships.
- Work with timelines and interruptions.
- Maintain confidentiality of records.

TREASURY/TAX SPECIALIST II – 4

Training and Experience: Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Two years of previous experience in performing specialized financial, statistical recordkeeping, technical support, and public assistance work comparable to that in a Treasurer/Tax Collector's and/or Collections office

Special Requirement: Possession of a valid California Driver's license issued by the California Department of Motor Vehicles.