

## **TREASURER/TAX SPECIALIST I**

### **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 special record keeping work and office support assignments; and to do related work as required.

### **DISTINGUISHING CHARACTERISTICS**

This is the entry and first working level in the Treasury/Tax Specialist series. Incumbents learn and perform a variety of tax, treasurer, or other fiscal specialized recordkeeping work. They are also required to provide specialized and technical public assistance.

### **REPORTS TO**

Assistant Treasurer/Tax Collector or Collections Officer.

### **CLASSIFICATIONS DIRECTLY SUPERVISED**

None

## **TREASURY/TAX SPECIALIST I – 2**

### **EXAMPLES OF DUTIES**

- Learns to perform a wide scope of complex and specialized technical financial and statistical recordkeeping 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 recordkeeping 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 I – 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 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 I – 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 financial, statistical recordkeeping, technical support, public assistance work comparable to that of a Fiscal and Technical Services Assistant II with Plumas County.

**SPECIAL REQUIREMENT**

Must possess a valid driver's license at the time of application and a valid California Driver's license by the time of appointment. The valid California license must be maintained throughout employment.