

# **LINN COUNTY CLASSIFICATION**

**TITLE: SENIOR TAX DEPUTY**

**NUMBER: 055**

**APPROVAL ORDER NUMBER: 2024-118**

**PAY RANGE: 16**

**DATE: MARCH 26, 2024**

**CATEGORY: MANAGEMENT/EXEMPT**

GENERAL STATEMENT OF DUTIES/JOB OBJECTIVES: Under basic supervision, supervises operation of Tax Collection, clerical personnel and associated accounting functions including billing and collections of property taxes, accounts and distribution of property tax revenues.

SUPERVISION RECEIVED: Works under the supervision of the Assessor/Tax Collector who assigns duties and evaluates work performance.

SUPERVISION EXERCISED: Exercises supervision over Section Clerks; participates in the selection of new personnel; assigns duties, assists with training, assists in evaluating performance and recommends personnel transactions and assumes duties of the Tax Collector when the Tax Collector is absent.

ESSENTIAL FUNCTIONS: A person employed in this classification must possess the capability to perform the following duties to be considered for and remain in this position. The duties are essential functions requiring the critical skills and expertise needed to meet job objectives. Additional specific details of these essential functions may be provided by the specific office or department job announcement, if applicable.

1. Oversee and perform complex technical work involved in the collection and distribution of property taxes; administer the foreclosure process; determine tax distribution percentages and coordinate the distribution of collected funds to taxing districts.
2. Review and interpret Oregon Revised Statutes and Oregon Administrative Rules; determine impact of new legislation pertaining to Assessment and Taxation. Ensure implementation and compliance of all related statutes and administrative rules.
3. Establish controls for individual tax years and keeps daily records of all cash, interest, discounts, increases and decreases to the tax roll and error corrections. Balance and proof for accuracy.
4. Make corrections to the tax roll as ordered by the Assessor which includes the paperwork and the data entry, mail corrected statements and work closely with other employees on matters pertaining to the tax roll.
5. Assume the duties of absent employees. Assist the general public, businesses and title companies by providing information concerning property records or taxes. Collect tax payments over the counter and by mail; answer phone inquiries, etc.
6. Maintain current knowledge of property tax collection laws and regulations.
7. Oversee the policies and procedures for manufactured homes, contracts, audits deposits and all records pertaining to processing transactions.

8. Oversee the policies and procedures for business personal property.
9. Coordinate a tape exchange program between mortgage companies and department data system; balance all checks and refunds to the final payment of taxes by the tape exchange system.
10. Ensure the timeliness of all reports, work projects and other office routines as prescribed by law.
11. Manage new or existing technical systems as assigned including editing and maintaining the department's website.
12. Assumes all duties of Senior Assessment Deputy in absence.
13. Develop and maintain effective, harmonious and reasonable work relationships with others.
14. Maintain regular and predictable work attendance.

**OTHER FUNCTIONS:** This classification covers the most significant essential functions performed by an employee in this position but it does not include other occasional work which may be similar to, related to or a logical assignment of this position. Any one position in this classification may be assigned some or all of the duties listed under essential functions or that arise as other functions. The balance of the various duties, responsibilities and/or assignments of this position may change from time to time based upon management's decisions on how to best allocate resources. Any shift, emphasis or rebalancing does not constitute a change in the essential functions of the job classification.

**RECRUITING REQUIREMENTS:** (Additional specific details may be provided by the specific office or department job announcement, if applicable).

**KNOWLEDGE, SKILL AND ABILITY:** Thorough knowledge of the laws, regulations and procedures of the County Tax Office. Considerable knowledge of modern office procedures, practices and equipment. Considerable knowledge of the functions, procedures, organization, laws and regulations pertaining to the Tax Office. Ability to develop original and revised procedures and to implement them. Ability to perform a variety of accounting operations and to keep complex financial records. Ability to prepare schedules and financial records. Ability to meet deadlines. Ability to understand and follow oral and written instructions. Ability to work with numerical data. Ability to make accurate mathematical calculations rapidly. Ability to establish and maintain harmonious working relationships with the general public, employees and supervisors. Ability to type.

**EXPERIENCE, EDUCATION AND TRAINING:** Three years of progressively responsible bookkeeping or accounting experience in a County Tax Office. Graduation from senior high school supplemented by additional college level coursework in bookkeeping, accounting or related field or any satisfactory equivalent combination of experience, education and training which demonstrates the ability to perform the work described.

NECESSARY SPECIAL QUALIFICATIONS: Possession of a valid motor vehicle operator's license at the time of appointment may be a condition of employment.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: Work is generally performed indoors in an office environment. Work requirements include the ability to sit and move about; see, talk and hear; use hands to finger, handle or operate objects or controls and reach with hands and arms. The work requires the ability to lift or move thirty (30) pounds.