

TITLE: Deputy Tax Commissioner

TC/1

DEPARTMENT: Tax Commissioner, Fayette County

JOB SUMMARY: This position is responsible for managing the day-to-day operations of the Tax Commissioner's Office.

MAJOR DUTIES:

- o Prepares and submits departmental payroll; establishes and maintains personnel files and records.
- o Responds to inquiries from the general public, attorneys, law enforcement, mortgage lenders, and other governmental entities over the phone and in person; files homestead and special school exemptions; collects property tax payments and mobile home payments; balances cash drawer.
- o Prepares the annual departmental operating budget; monitors and controls expenditures within approved budget; ensures expenditures are made in strict compliance with county purchasing policies and ordinances.
- o Orders various forms, supplies, and equipment needed for the general operation of the office; maintains the inventory and capital equipment for the department.
- o Assists in ensuring the preparation and mailing of bills, delinquent tax notices, and related documents.
- o Plans, schedules, and assigns work; opens, sorts, and distributes mail; processes outgoing mail.
- o Schedules continuing education classes for Tag and Tax Division staff.
- o Assists in establishing departmental policies, procedures, and programs; enforces departmental policies and procedures.
- o Performs other duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION:

- o Knowledge of standard management and supervisory practices.
- o Knowledge of county fiscal and budgeting policies and procedures, as well as laws and regulations governing the procurement of goods and services.
- o Knowledge of computers and job related software programs.

- o Skill in interpreting complex information and in conveying it to others in a accurate, complete, and understandable manner.
- o Skill in researching, interpreting, and compiling complex data and other information into a useful product.
- o Skill in public and interpersonal relations.
- o Skill in oral and written communication.

SUPERVISORY CONTROLS: The Tax Commissioner assigns work in terms of department goals and objectives. The supervisor reviews work through conferences, reports, and observation of department activities.

GUIDELINES: Guidelines include county policies and procedures, Georgia Department of Revenue Rules and Regulations, and the Official Code of Georgia, Annotated. These guidelines require judgment, selection, and interpretation in application. This position develops department guidelines.

COMPLEXITY: The work consists of varied management, supervisory, and administrative duties. The volume of work contributes to the complexity of the position.

SCOPE AND EFFECT: The purpose of this position is to manage the day-to-day operations of the Tax Commissioner's Office. Success in this position contributes to the efficiency of department activities.

PERSONAL CONTACTS: Contacts are typically with co-workers, members of the general public, court and law enforcement personnel, and representatives of the state retirement system.

PURPOSE OF CONTACTS: Contacts are typically to give or exchange information; resolve problems; provide services; motivate and influence persons; or justify, defend, negotiate, or settle matters.

PHYSICAL DEMANDS: The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, or stooping. The employee occasionally lifts light and heavy objects

WORK ENVIRONMENT: The work is typically performed in an office.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: This position has direct supervision over Property Tax Supervisor (1), Tag Agent Supervisor (1), Senior Accounting

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Technician (1), Delinquent Tax Officer (1), Administrative Assistant (1), Lead Tag Clerk (1), Tag Clerk (6), and Property Tax Clerk (4).

SPECIAL CERTIFICATIONS AND LICENSES: Possession of a valid State of Georgia driver's license (Class C) and a satisfactory Motor Vehicle Record (MVR) in compliance with County Safety and Loss Control Guidelines. Completion of the State of Georgia Department of Transportation Defensive Driving Course and/or Emergency Vehicle Operation Certification within twelve (12) months of employment.

ADA COMPLIANCE: Fayette County is an Equal Opportunity Employer. ADA requires the County to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

HIPAA COMPLIANCE: The Health Insurance Portability and Accountability Act of 1996, as amended, requires employees to protect the security of Protected Health Information (PHI) however it is obtained, handled, learned, heard or viewed in the course of their work.

DRUG AND ALCOHOL COMPLIANCE: In accordance of Fayette County's Substance Abuse Policy of 1996, as amended, all job applicants offered employment will undergo testing for the presence of illegal drugs and alcohol as a condition of employment. In the course of employment, employees are subject to random, reasonable suspicion, post accident and routine fitness for duty testing for illegal drugs and alcohol abuse. Employees are prohibited to work under the influence, to possess, to distribute or to sell illegal drugs in the work place or abuse alcohol on the job. Confirmed positive is reason for denial of employment and/or termination.

MINIMUM QUALIFICATIONS

- o Knowledge and level of competency commonly associated with completion of baccalaureate degree in a course of study related to the occupational field.
- o Experience sufficient to thoroughly understand the diverse objectives and functions of the subunits in the division/department in order to direct and coordinate work within the division/department, usually interpreted to require three to five years of related experience.

EXEMPT/HIPAA