

TITLE: Property Tax Supervisor

TC/2

DEPARTMENT: Tax Commissioner, Fayette County

JOB SUMMARY: This position is responsible for supervising and participating in the collection of property taxes.

MAJOR DUTIES:

- o Supervises the day-to-day operations of the property tax division; assists customers; collects property taxes; collects delinquent taxes; plans, schedules, and assigns work; instructs and trains personnel.
- o Supervises cash drawers; reviews transactions; writes receipts; balances funds; prepares deposits; adjusts records and disbursements; posts receipts and disbursements.
- o Accounts for the consolidation of the tax digest for submission to the State Revenue Commission for approval.
- o Prepares calculations and prints property tax bills.
- o Addresses customer inquiries and complaints.
- o Prepares a variety of complex accounting, fiscal, and related reports; compiles fiscal year information.
- o Supervises the processing of claims made to US Bankruptcy Courts.
- o Executes all mortgage company requests for automatic payment.
- o Assists in establishing department policies, procedures, and programs.
- o Orders various office supplies.
- o Performs other duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION:

- o Knowledge of standard management and supervisory practices.
- o Knowledge of state laws and regulations regulating the collection of property tax.
- 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 Deputy Tax Commissioner assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures and the nature and propriety of the final results.

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.

COMPLEXITY: The work consists of varied supervisory and tax collection duties. The need for accuracy contributes to the complexity of the position.

SCOPE AND EFFECT: The purpose of this position is to supervise and participate in the collection of property taxes. Success in this position contributes to the efficiency of tax collection activities.

PERSONAL CONTACTS: Contacts are typically with co-workers, members of the general public, mortgage companies, municipalities, and auditors.

PURPOSE OF CONTACTS: Contacts are typically to give or exchange information; resolve problems; provide services; and motivate and influence persons.

PHYSICAL DEMANDS: The work is typically performed while intermittently sitting, standing, or stooping. The employee occasionally lifts heavy objects and uses tools or equipment requiring a high degree of dexterity.

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

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: This position has direct supervision over Delinquent Tax Officer (1), Administrative Assistant (1), 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

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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 specialized training in the field of work, in addition to basic skills typically associated with a high school education.
- o Experience sufficient to thoroughly understand the work of subordinate positions to be able to answer questions and resolve problems, usually associated with one to three years experience or service.

EXEMPT/HIPAA