

CLASS TITLE: Tax Collection Specialist

DEFINITION:

This is a specialized position in the clerical and fiscal area. Must be able to perform the duties of Tax Collections Clerk II. An employee in this class organizes and oversees the collection of delinquent revenue, performs legal secretarial duties and bookkeeping duties with a high degree of accuracy and detail. Tax Collections Specialist is under minimum supervision and reports to the County Supervisor of Tax Collection or other designated person. May supervise a small group of designated subordinate clerical personnel. Work is subject to review from others. This is a bondable position.

EXAMPLES OF WORK: (Examples are illustrative only)

- Can perform all the duties as listed in the “Examples of Work” of Tax Collection Clerk II
- Acts as legal secretary or paralegal
- Reviews and proofs accounting data and reports for clerical and legal accuracy
- Prepares, proofreads and edits legal documents, cross-checking and validating information
- Performs legal and accounting research and collates information with/from other governmental agencies
- Sets up and maintains databases and files
- Communicates verbally and in writing to answer inquiries and provide information
- Identify relevant judicial decisions, statutes, legal articles, codes and other pertinent material
- Processes SDAT property tax increases and decreases
- Processes homeowner credit adjustments
- May supervise clerical workers or act as a lead worker to other recordkeeping personnel and may assist in training personnel
- Performs other duties as assigned

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Working knowledge of legal secretary procedures, general office procedures, and bookkeeping; some knowledge of intermediate accounting procedures.
- Ability to generate accurate legal documents that also involve detailed numerical work.
- Ability to write legibly and to type at least 50 wpm with a high degree of accuracy.
- Must possess very strong editing and proofreading skills.
- Must possess strong human relation skills to maintain effective working relationships with co-workers, a variety of government employees, and the general public.

MINIMUM EXPERIENCE, TRAINING AND EDUCATION:

- Post High school training/Certificate program in paralegal studies, legal secretary or accounting

OR

- Equivalent education, training and experience; additional experience can be substituted for the required education, 1 year of experience equals one year of college.

To also include:

- At least two years experience as legal secretary, paralegal or in accounting/bookkeeping.
- Relevant computer skills and experience

REQUIRED LICENSES AND CERTIFICATES:

- Must be bondable
- Should possess a notary commission

Grade: 8/E1
Adopted: 7/1/16
Word Revision: 1/10/18