

Deputy County Treasurer – Property Tax Specialist



Position Description

Status

Full-Time, Nonexempt

Compensation

B22

Bargaining Unit

GELC – General Unit

Reports to

Deputy County Treasurer - Supervisor

Supervises

None

Position Category

Specialist

Summary

Assist in all functions of the Property Tax Section of the Department, provides information regarding tax matters to the public, issues and collects fees for dog licenses, and performs a variety of other activities related to processing and maintaining tax records.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This position has direct supervisory responsibilities and serves as a coach and mentor for other positions in the department.

1. Works in all functions of the Property Tax Section of the Department. Maintains and advises in the functions of each of our main programs: Delinquent Tax program, Tax program, Principal Residence program.
2. Prepares and finalizes settlement with Townships, Cities and Villages in the county. Collects money throughout the year from all units for County Operating Tax, State Education Tax, County Roads, County Seniors and Drains.
3. Performs a variety of duties related to the tax reversion process. Reviews all forfeited parcel and adds documentation gathered from contacts and visits to each file. Performs property visits; inspects and photographs the property to ascertain if the property is occupied and occupants are aware of the pending foreclosure proceedings.
4. Collects tax money for Delinquent Property, Current Property Taxes, Principle Resident Exemptions and any other counter receipts as needed. Accounts for all daily receipts. Files and records as needed.
5. Processes Principal Residence Exemption changes and value changes ordered by the Board of Review and Department of Treasury.
6. Maintains County Dog Program. Notarizes affidavits for lost dog tags.

7. Gives Certifications for Quit Claim Deeds, Warranty Deeds and Land Contracts by mapping out legal descriptions and by checking taxes and ownership before they are recorded. Notarizes documents being recorded at the Register of Deeds.
8. Manages and maintains status on all bankruptcy cases filed for property taxes in Allegan County. Contacts attorneys and bankruptcy trustees when needed.
9. Manages and maintains the Tax Millage Certification Listing for Allegan County.
10. Performs various other duties as assigned.

Competencies

Competencies are listed below. Detailed descriptions of these competency levels is available in the Performance Expectations and Development Guide (pages 32-42) available on the internet. [Click here.](#)

Reference the Core Competency Expectation Level stated on page one of this job description. Variances from the Performance Expectations and Development Guide are listed below.

- Customer Focus
- Teamwork
- Employee Engagement
- Process Focus
- Financial Resources
- Goal/Results Oriented
- Communication
- Leadership & Influence
- Decision Making & Judgement
- Analysis & Problem Solving

Supervisory Responsibility

This position does not have direct supervisory responsibilities.

Work Environment

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers and filing cabinets.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to express oneself and exchange information both verbally and in writing. The employee is frequently required to move about the office environment; operate a computer and other office machinery; and move or transport files or other items to meetings and other office spaces. This is largely a sedentary role; however, some filing is required. The ability to open filing cabinets and bend or stand on a stool as necessary is required.

Travel

Travel is required to access County buildings and employees.

Required Education and Experience

1. Associate's degree in business administration or related field.
2. Five (5) years of governmental clerical support.

Preferred Education and Experience

1. Bachelor's degree in business administration or related field.
2. Minimal supervisory experience.

Other Duties

Ability to competently perform all the essential duties of the position, with or without reasonable accommodation, demonstrated commitment to effective customer service delivery, and the ability to work productively as a member of a team or work group are basic requirements of all positions at Allegan County.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Signature

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____