

# Deputy County Treasurer – Supervisor



## Position Description

### Status

Full-Time, Nonexempt

### Compensation

B31

### Bargaining Unit

GELC – General Unit

### Reports to

Chief Deputy County Treasurer and  
County Treasurer

### Supervises

Property Tax Division Staff

### Position Category

Supervisor

### Summary

Directs employees engaged in collecting money for delinquent property taxes, computing and preparing delinquent tax statements, providing information regarding tax matters to the public, issuing and collecting fees for dog and kennel licenses, and performing a variety of other activities related to processing and maintaining tax records. Prepares for and directs the settlement procedures between the county and local taxing units and the annual tax sale.

### 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. Supervises all functions of the Property Tax Division of the Department. Directs employees engaged in collecting money for delinquent property taxes, computing and preparing delinquent tax statements, providing information regarding tax matters to the public, issuing and collecting fees for dog and kennel licenses, and performing a variety of other activities related to processing and maintaining tax records.
2. Provides information by telephone and in person to interested parties concerning the tax status of property within the county. Explains and clarifies the tax collection process to the public.
3. Works with local assessors to obtain necessary tax information and either calculates refunds and requests that they be paid, or removes delinquency from computer records.
4. Processes homestead exemption changes, denials, and rescissions ordered by the Board of Review, Michigan Tax Tribunal or the State Tax Commission.

5. Prepares for and directs the annual tax sale and generates the annual tax sale book. Ensures that penalty calculations and interest are correct and legal descriptions are accurate, verifies all information is correct and reports the final sales from the tax sale to the State.
6. Prepares and finalizes settlement with all townships, cities and villages in the county. Reconciles differences in records.
7. Loads all tax data into a computer and maintains all tax system computer programs. Updates tax data such as tax sale purchases and cancellations, tax deeds, non-sufficient checks, voided receipts and deferments when changes occur. Updates computer programs with changes such as interest rates, codes and dates.
8. Verifies daily cash receipts and balances checks and cash to computer reports.
9. Directs the compiling, printing, and mailing of delinquent tax notices, tax sale notices, redemption notices and dog license renewal application.
10. Advises local treasurers regarding property tax laws and procedures, updating them on changes to laws and procedures.

## 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 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 not required.

**Required Education and Experience**

1. Associate's degree in accounting, office management or closely related field.
2. Two (2) years of experience in accounting, governmental tax practices and procedures.
3. Two (2) years of experience with computer skills.

**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 \_\_\_\_\_