

Deputy County Treasurer – Tax Reversion Specialist



Position Description

Status

Full-Time, Nonexempt

Compensation

B22

Bargaining Unit

GELC – General Unit

Reports to

Chief Deputy County Treasurer and
Deputy County Treasurer - Supervisor

Supervises

None

Position Category

Specialist

Summary

Performs a variety of activities related to processing and maintaining tax records. Assists in tax forfeiture and foreclosure activities. Performs mandated tasks required by the tax reversion law. Computes and prepares delinquent tax statements and educates taxpayers from a wide range of demographics on the steps necessary to avoid tax foreclosure. Conduct yearly title searches on tax forfeiture properties and serve notice to the property.

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. Performs title search on all Allegan County Forfeiture Properties each year as mandated by the state tax reversion law PA 123. Verifying the legal description is correct on all documents and tax roll before foreclosure.
2. Collects and receipts money for various property tax related transactions. Balancing funds daily and turning in deposits.
3. Performs property visits on tax forfeiture properties. Inspects and photographs the property to ascertain if the property is occupied, and informs any occupant that foreclosure is pending and action is needed to stop foreclosure.
4. Performs a variety of other duties related to the tax reversion process.
5. Assisting customers in person and on the phone for various questions related to property taxes.
6. Processes daily mail and credit card/e-check payments.

7. Issues dog and kennel licenses. Notarizes affidavits signed by dog owners.
8. Loads weekly certified mail tracking exports from USPS into delinquent tax program. Updates mail tracking entries in delinquent tax program.
9. Performs other miscellaneous office procedures as needed.

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 with course work in accounting.

2. Two (2) years of experience related to account processing activities including working with computerized accounting systems and spreadsheets and working with tax records. Previous experience in cash receipting environment.
3. Two (2) years of experience in title work and working with legal descriptions.

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 _____