

**JOB DESCRIPTION**  
**MARSHALL COUNTY, ALABAMA**

**ASSESSMENT & COLLECTIONS ADMINISTRATOR**

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**JOB GRADE: 15**

**JOB CODE: 930**

Department: Revenue  
Reports To: Revenue Commissioner  
Date: August 2015  
FLSA: Exempt  
DOT Ref: 188.167-014

**JOB DESCRIPTION**

Oversee the day-to-day operation of the Revenue office, supervise staff and oversee and participate in training staff. Run reports and review in order to assure that computerized records are correct. Serve as Secretary to the Board of Equalization. Assist with land sale, departmental operations, and audits. Stay abreast of laws and regulations, and fill in for others as needed.

**ESSENTIAL JOB FUNCTIONS**

- A. Tax Assessment and Collection - Oversee assessing and collecting property taxes, assessing and registration of manufactured homes, and collection of ad valorem taxes on manufactured housing. Run, review, correct and submit a variety of reports and assist in the operation of the department:
1. Monitor insufficient funds checks to assure that funds are collected.
  2. Prepare and balance abstracts, supplement abstracts, prior and current litigations, prior and current insolvencies, and prior year refunds.
  3. Identify, process and follow-up on delinquent payment list for personal property with uncollected bills.
  4. Develop, process and submit final settlement payments to the Alabama Department of Revenue
  5. Prepares allocations for Revenue Commissioner's salary, supernumerary, retirement and reappraisal budget.
  6. Process current use applications.
  7. Coordinate abatements and daily posting with abatements with personal property division.
  8. Oversee and assist in mailing out tax notices, exemption cards, valuation notices, delinquent tax notices, etc.
  9. Assist with land sale, annually.
  10. Assure that records are in order for auditors, and assist as needed.
  11. Prepare docket sheet for tax sale.
  12. Prepare news releases, as needed, including notifications for posting of land sales.
  13. Prepare and mail tax deeds to new property owners following tax sale.
  14. Coordinate court hearings on certified letters and land sale dates.
  15. Coordinate county approval on insolvent property following land sale.
  16. Work with school boards and county agencies during their audit period to provide assistance and information as needed.
  17. Serve as Notary for Revenue office and Board of Equalization.
  18. Run assessing and reappraisal reports, review, and make corrections as needed.

**ESSENTIAL JOB FUNCTIONS (Continued)**

B. Assist with Board of Equalization actions:

1. Publish notices in accordance with legal requirements.
2. Send docket to State for approval.
3. Enter changes made as a result of hearings and generate new tax bills.
4. Sit in on meetings as needed.
5. Prepare payroll for Board members.
6. Process changes to Board.

C. Stay abreast of changes in regulations, laws, etc., recommend procedural or technological changes, and fill in for others, as needed:

1. Coordinate acquisition and development of computer programs and other technology needs with information technology department and outside vendors.
2. Review Attorney General opinions on property tax and revenue related subjects.
3. Consult with taxpayers and citizens regarding revenue matters, as needed.
4. Research new laws, guidelines, and regulations affecting the operations of the Revenue Department.
5. Design/implement changes in office processes and procedures for more efficient operation of the department.
6. Participate in conferences and educational programs.
7. Fill in for Accountant and Office Supervisor, as needed.

D. Supervise assigned staff:

1. Supervise, assign and review work of office staff.
2. Explain department policies, procedures and regulations to office staff.
3. Assist the staff by answering questions and handling unusual or difficult situations.
4. Oversee and participate in staff training and development.
5. Participate in pre-employment interviews and make hiring recommendations.

**KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of modern office practices, procedures and equipment.
- Knowledge of principles of management and supervision.
- Knowledge of the departmental and personnel policies and procedures.
- Knowledge of the Code of Alabama as it pertains to assessment of taxes on real estate, manufactured homes, business personal property, and collection of taxes.
- Knowledge of Business English, spelling and arithmetic.
- Ability to read and comprehend laws, regulations, departmental rules and regulations, and procedures and instructions.
- Ability to operate basic office equipment, including a computer.
- Ability to communicate clearly and effectively, both orally and in writing.
- Ability to understand written and verbal instructions and directives.

**KNOWLEDGE, SKILLS AND ABILITIES (Continued)**

- Ability to balance money collected on a daily basis.
- Ability to perform moderately complex mathematical calculations with a calculator.
- Ability to establish and maintain effective working relationships with other employees, representatives of other organizations, and the public.
- Ability to locate property using tax maps and descriptions in order to assist subordinates and the public.
- Ability to participate in and oversee training of subordinates.
- Ability to interact with people providing information in a polite and efficient manner, both in person and on the telephone.
- Ability to use good judgment to make decisions in accordance with precedents and regulations and apply them to the work situation.

**MINIMUM QUALIFICATIONS**

- Bachelor's degree in Business or Public Administration, Accounting, or related field plus five (5) years of experience in property assessment or tax collection, with at least three (3) years of administrative or supervisory experience, or an equivalent combination of education and experience.

**This job description indicates in general the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the ADA) expected of an incumbent. It is not designed to cover or contain a comprehensive listing of activities duties or responsibilities required of an incumbent. An incumbent may be asked to perform other duties as required. This job description reflects management's assignment of essential functions and position responsibilities. Nothing in this job description restricts management's rights to assign or reassign duties and responsibilities to this job at any time. Incumbent must be able to perform the essential functions of this position with or without reasonable accommodation.**