

### ADMINISTRATOR, ASSESSMENT & COLLECTIONS

**Department:** Revenue Commission

**Job Code:** 930

**Pay Grade:** 112

**FLSA Status:** Exempt

**Reports To:** Revenue Commissioner

#### JOB SUMMARY

The Assessment & Collections Administrator oversees the day-to-day operation of the Revenue office, supervises staff, and oversees and participates in training staff. Runs reports and reviews in order to assure that computerized records are correct. Serves as Secretary to the Board of Equalization. Assists with land sale, departmental operations, and audits. Stays abreast of laws and regulations and fills in for others as needed.

#### ESSENTIAL JOB FUNCTIONS

- Oversees assessing and collecting property taxes, assessing and registration of manufactured homes, and collection of ad valorem taxes on manufactured housing.
- Runs, reviews, corrects, and submits a variety of reports and assists in the operation of the department.
- Monitors insufficient funds checks to assure that funds are collected.
- Prepares and balances abstracts, supplement abstracts, prior and current litigations, prior and current insolvencies, and prior year refunds.
- Identifies, processes, and follows up on delinquent payment list for personal property with uncollected bills.
- Develops, processes, and submits final settlement payments to the Alabama Department of Revenue.
- Prepares allocations for Revenue Commissioner's salary, supernumerary, retirement, and reappraisal budget.
- Processes current use applications.
- Coordinates abatements and daily posting with abatements with personal property division.
- Oversees and assists in mailing out tax notices, exemption cards, valuation notices, delinquent tax notices, etc.
- Assists with land sale, annually.
- Assures that records are in order for auditors and assists as needed.
- Prepares docket sheet for tax sale.
- Prepares news releases, as needed, including notifications for posting of land sales.
- Prepares and mails tax deeds to new property owners following tax sale.
- Coordinates court hearings on certified letters and land sale dates.
- Coordinates County approval on insolvent property following land sale.
- Works with school boards and County agencies during their audit period to provide assistance and information as needed.
- Serves as Notary for Revenue office and Board of Equalization.
- Runs assessing and reappraisal reports, reviews, and makes corrections, as needed.
- Assists with Board of Equalization actions.
- Publishes notices in accordance with legal requirements.
- Sends docket to State for approval.
- Enters changes made as a result of hearings and generates new tax bills.
- Sits in on meetings, as needed.
- Prepares payroll for Board members.
- Processes changes to Board.

- Stays abreast of changes in regulations, laws, etc., recommends procedural or technological changes, and fills in for others, as needed.
- Coordinates acquisition and development of computer programs and other technology needs with information technology department and outside vendors.
- Reviews Attorney General opinions on property tax and revenue related subjects.
- Consults with taxpayers and citizens regarding revenue matters, as needed.
- Researches new laws, guidelines, and regulations affecting the operations of the Revenue Department.
- Designs and implements changes in office processes and procedures for more efficient operation of the department.
- Develops short and long term plans and projects in accordance with the guidelines established by the Code of Alabama regarding taxation.
- Participates in conferences and educational programs.
- Fills in for Accountant and Office Supervisor, as needed.
- Supervises, assigns, and reviews work of office staff.
- Explains department policies, procedures, and regulations to office staff.
- Assists the staff by answering questions and handling unusual or difficult situations.
- Oversees and participates in staff training and development.
- Participates in pre-employment interviews and makes hiring recommendations.
- Requires regular and prompt attendance plus the ability to work well with others and work well as a team.
- Performs other related duties as assigned.

### **QUALIFICATIONS**

#### **Education and Experience:**

Bachelor's degree in business administration, public administration, accounting, or a related field and five (5) years of experience in property assessment or tax collection, with some administrative or supervisory experience, or an equivalent combination of education and experience.

#### **Licenses or Certifications:**

- None

#### **Special Requirements:**

- None

#### **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.
- 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.

**PHYSICAL DEMANDS**

The work is sedentary work which requires exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly. Additionally, the following additional physical abilities are required: sufficient manual dexterity to handle paperwork, operate a personal computer, telephone, copier, and other related office equipment. Speaking at a level to convey information, hearing at normal speaking levels, mental acuity, repetitive motion, standing and walking. Visual acuity at a level to view computer terminal, analyze data, read extensively, and at a level to determine accuracy and thoroughness of work assigned.

**WORKING CONDITIONS**

Work is performed in a relatively safe, secure, and stable office environment.

***Marshall County has the right to revise this job description at any time. This description does not represent in any way a contract of employment.***

*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.*

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor (or Personnel) Signature

\_\_\_\_\_  
Date

***Marshall County commits to a policy of equal employment opportunity for applicants and employees, complying with local, state and federal laws. The County's policy is to employ qualified persons without discrimination regarding race, creed, color, religion, age, sex, country of national origin, marital status, disability, sexual orientation, gender identity, genetic information, political affiliation, ethnicity, or status in any other group protected by federal/state/local law.***