

**MENDOCINO COUNTY GOVERNMENT  
CLASS SPECIFICATION**

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<b>CLASS TITLE:</b>	<b>PROPERTY TAX TECHNICIAN</b>
<b>DEPARTMENT:</b>	<b>TREASURER/TAX COLLECTOR</b>
<b>REPORTS TO:</b>	<b>ASSISTANT TREASURER/TAX COLLECTOR</b>

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<b>CLASS CODE: 13966</b>
<b>FLSA STATUS: N</b>
<b>DATE: 10/99</b>

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**JOB SUMMARY AND DISTINGUISHING FEATURES:**

Performs a variety of moderately difficult clerical and accounting functions in the application of governmental collection laws, methods, techniques and procedures to secure current and delinquent revenues and accounts.

**ESSENTIAL JOB FUNCTIONS:** (All responsibilities may not be performed by all incumbents.)

Processes tax information and payments, including: reviewing statements and assuring accuracy; working with Information Services to properly generate forms; placing special notices on bills, as required; stuffing, sorting and mailing bills; opening bills, verifying accuracy and processing and receipting payments; entering data into computer system; balancing monies received; assessing delinquent fees, as required; generating various reports; requesting values for new parcel numbers; computing and adjusting taxes; researching payments and other records; recording and releasing liens; and generating claims for overpayments.

Sets up payment plans, including: entering contract information into the computer; posting and balancing payments; requesting transfer of taxes; sending notifications to taxpayers; calculating payoff information; and maintaining all related records and files.

Processes bankruptcy information, including: receiving notices from courts; locating tax information on affected parties; filing claims; maintaining all related records and files; and providing information to taxpayer.

Greets customers and processes tax information, including: providing customer service and support; responding to inquiries and/or directing individuals to the appropriate area or assists them with information; collecting and receipting money; balancing cash register; receiving business license applications and entering information into the computer; verifying taxes are paid for requested actions and typing certificates; and receiving and balancing deposits from other departments.

Runs secured stubs and checks through remittance processor, balances tapes, encodes checks and prepares deposit.

Formats, types letters, memos, requests, notices, deeds, reports, or other correspondence on a word processor or typewriter.

Composes correspondence in accordance with standard policies; answers various inquiries; explains policies and procedures and arranges appointments; and processes routine and non-routine matters independently.

Reports administrative and/or operational problems to supervisor.

Performs specialized research on assigned subjects for staff and management.

Opens, stamps, sorts, and distributes incoming mail.

Enters and retrieves a variety of complex information into a computer terminal.

Creates and maintains complex and/or confidential files.

Photocopies bills, reports, memos, and other various documents for staff and the general public.

Prepares complex, routine and non-routine reports as requested utilizing a variety of software by receiving, sorting, and summarizing materials for the preparation of reports.

Uses spreadsheet software to enter and analyze information and print reports.

Disseminates a variety of information and/or reports to various agencies, divisions, or departments via telephone, mail, email or fax.

May serve as backup for other positions within the department.

Performs other related duties as assigned.

**MATERIAL AND EQUIPMENT USED:**

Personal Computer and/or Terminal  
General Office Equipment

Typewriter  
Cash Register

Remittance Processor

**MINIMUM QUALIFICATIONS REQUIRED:**

**Education and Experience:**

High school diploma or GED; and,

Two to three years of progressively responsible experience performing office duties such as accounting of funds and processing information in accordance with laws, regulations, etc.; or,

Any combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

**Licenses and Certifications:**

None

**KNOWLEDGE, SKILLS, AND ABILITIES:**

**Knowledge of:**

Applicable codes, laws, ordinances, regulations and legal forms and procedures.

Methods and techniques used in searching for and compiling information using a variety of sources.

Correct English usage, including spelling, grammar, punctuation, and vocabulary.

Internal departmental policies and procedures.

External governmental bodies and agencies related to area of assignment.

All computer applications and hardware related to performance of the essential functions of the job.

Standard business arithmetic, including percentages and decimals.

Basic accounting, record keeping, report preparation, filing methods and records management techniques.

General office procedures, policies and practices, as well as knowledge of computer/VDT and other general office equipment.

**Skill in:**

Typing from rough draft or printed text using a word processor or typewriter.

Analyzing and resolving office administrative situations and problems.

Using tact, discretion, initiative and independent judgment within established guidelines.

Using a VDT to accurately and rapidly enter and retrieve data and information.

Communicating orally with internal staff, citizens, and other departmental staff in order to give and receive information in a courteous manner.

Operating and routine maintenance of general office machines such as copiers, facsimile machines, and telephone systems.

**Mental and Physical Abilities:**

Ability to read and interpret documents such as safety rules, operation and maintenance instructions, procedure manuals, and so forth.

Ability to understand and carry out written and oral instructions, giving close attention to detail and accuracy.

Ability to use collection methods, techniques and procedures in order to secure payments.

Ability to establish and maintain effective working relationships with others.

Ability to draft and type correspondence.

Ability to add, subtract, multiply and divide whole numbers, common fractions and decimals.

Ability to deal with problems involving several concrete variables in standardized situations.

While performing the essential functions of this job, the incumbent is regularly required to sit, use hands to finger, handle, or feel objects, to reach with hands and arms, and speak and hear.

While performing the essential functions of this job the employee is occasionally required to lift and/or move up to 20 pounds.

**Working Conditions:**

Work is performed in a normal office environment with little exposure to outdoor temperatures or dirt and dust.

The incumbent's working conditions are typically moderately quiet, but may be loud at times and at some locations.

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This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.