

SNOHOMISH COUNTY JOB DESCRIPTION

TAX COLLECTOR

Spec No. 6176

BASIC FUNCTION

To bill, collect and account for delinquent personal property taxes.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Compiles information on delinquent taxes from tax roles; prepares bills for delinquent taxes; contacts taxpayers in person or on the telephone regarding taxes owed.
2. Meets with taxpayers to collect taxes or set up taxes payment schedules as necessary; monitors tax payment records for compliance with established payment schedules.
3. Assists in the mailing of tax statements and the processing of tax payments.
4. Assists the general public in person or on the phone by answering questions and explaining procedures; locates information from county records and provides it to the public as requested.
5. Collect delinquent accounts receivable referred to the county treasurer by other county offices.

STATEMENT OF OTHER JOB DUTIES

6. Assists the foreclosure department in the collection of delinquent property taxes.
7. Assists in the collection and processing of gambling taxes.
8. May assist in mortgage company payment and procedures.
9. Performs related duties as required.

MINIMUM QUALIFICATIONS

Two (2) years experience of working in direct contact with public; and/or one (1) year of collection experience; and/or one (1) year public enforcement of laws; OR, any equivalent combination of training and/or experience that provides the required knowledge and abilities. Prior law enforcement or collection work is preferred. Type 40 wpm and calculator speed of 50 spm is required. Must pass job related tests.

SPECIAL REQUIREMENTS

A valid Washington State Driver's License is required for employment.

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KNOWLEDGE AND ABILITIES

Knowledge of:

- basic collection procedures;
- record keeping practices and procedures;
- basic mathematics.

Ability to:

- understand and work with Treasurers office rules, practices and procedures;
- deal tactfully and authoritatively with delinquent taxpayers;
- exercise initiative and judgment and make decisions within the scope of assigned authority;
- establish and maintain effective working relationships with other county employees, representatives of other agencies and with the general public;
- communicate effectively both orally and in writing.

SUPERVISION

Employee reports to an administrative superior as assigned.

WORKING CONDITIONS

Class Established: December 1981 Spec No. 740811

Revised: December 1990, November 1995

EEO Category: 5

Pay Grade: 235

Workers Comp 5306 Non-Hazardous