

## **TREASURER/TAX COLLECTIONS OFFICER II**

### **DEFINITION**

Under general direction, to plan, organize, and coordinate the County's collections functions; to supervise assigned staff; to collect and service delinquent accounts for various County Departments; to perform specialized accounting and statistical, recordkeeping in connection with the preparation, maintenance, analysis, and processing of tax, treasury collections or other fiscal and budgetary records. Assisting the public or other County staff with specialized Department procedures; to perform a variety of technical and office support assignments; and to do related work as required.

### **DISTINGUISHING CHARACTERISTICS**

This is the advanced working level of the Treasurer Tax Collections Officer classification series. Incumbent is responsible for the planning, coordinating, and carrying out County collection functions. The incumbent works with the Treasurer/Tax Collector and other County management staff to develop and implement collection policies and procedures; performs the most advanced and complex tax, treasurer, accounting, collections and other fiscal specialized recordkeeping work requiring substantial work background and experience in the area of assignments.

### **REPORTS TO**

Treasurer/Tax Collector and Assistant Treasurer/Tax Collector

### **CLASSIFICATIONS DIRECTLY SUPERVISED**

Treasurer/Tax Specialist I, II and Treasurer Tax Technician

## TREASURER TAX COLLECTIONS OFFICER II - 2

### **EXAMPLES OF DUTIES**

- Plans, organizes, coordinates, and carries out County Collections functions.
- Works with the Treasurer/Tax Collector and other County fiscal management staff to establish collections policies and procedures.
- Provides supervision, working coordination, and training for other County fiscal staff involved with collection efforts.
- Investigates delinquent accounts for collection of monies due.
- Gathers and investigates financial information from various credit sources.
- Gathers, analyzes, and investigates data regarding delinquent accounts.
- Evaluates background information and determines ability to pay.
- Negotiates payment plans with debtors.
- Obtains requisite documents such as promissory notes, confessions of judgment, and liens to facilitate collection procedures.
- Assembles and prepares evidence for presentation in court.
- Represents the County as plaintiff in Court.
- Obtains service of requisite legal documents for Court actions.
- Arranges Court dates.
- Examines defendants under oath for financial assets and condition.
- Prepares and maintains correspondence with debtors.
- Ensures proper compliance with payment agreements and schedules.
- Interprets and explains laws, policies, and regulations regarding collections.
- Serves legal papers.
- Follows-up on cases until final solution is obtained.
- Recommends adjustment, compromise, or cancellation of collection accounts.
- Maintains and updates fiscal records regarding collections.
- Develops and maintains collection records and reports.
- Designs and creates necessary forms.
- Works with County legal staff in collection efforts.
- Coordinates collection efforts with other County departments.
- Processes all County deposits coming into the Treasury daily.
- Required to meet the components of a comprehensive collection program as required under Penal Code section 1463.007 in order that the costs of operating the program can be recovered.
- To participate in the Franchise Tax Board Intercept Program, Intercept California Government Code section 12419.2, 12419.3, 12419.8, 12419.10 and Revenue and Taxation Code section 19551.
- Per County ordinance 10-1075 collect and pursue collections for citations issued by the Code Compliance Officer.

## TREASURER TAX COLLECTIONS OFFICER II – 3

### **EXAMPLES OF DUTIES CONTINUE**

- As the passport acceptance agency to the public, we are required to review and process passport applications.
- Bonding for: bulk transfers, parcel maps, mergers, and lot line adjustments.
- Bankruptcies – process claim forms
- Responsible for the billing, collection, recording and auditing of Transient Occupancy Tax.
- Responsible for the processing of mobile home tax clearance certificates.
- Process the application and license for Itinerant Vendors.
- Place holds on boat registrations for delinquent boat tax.
- Process parking citations and place holds on vehicle registrations when delinquent.
- Prepare weekly files for Franchise Tax Board Court Ordered Debt Program.
- Submit delinquent collections and unsecured accounts to the Franchise Tax Board Intercept Program annually.
- Prepare documents for revocations of probation.
- Work on special projects and do related work as required.
- Interpret collection policies, California Revenue and Taxation code, Federal Bankruptcy law and other legal and regulatory requirements for employees and the public.
- Under Penal Code 1463.010, each superior court and county shall report on delinquent collections to the Judicial Council annually.
- Assist with audits of County funds and programs.
- Keeps and maintains a variety of records, journals, ledgers and reports.
- Answers questions that involve searching for and abstracting technical data and detailed explanations of law, policies or procedures.
- Assist in training new employees.

### **TYPICAL PHYSICAL REQUIREMENTS**

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communication; use of standard office equipment including computers, telephones, calculators, copiers, and FAX. In the course of work may drive a motor vehicle to attend meetings.

## **TREASURER TAX COLLECTIONS OFFICER II- 4**

### **TYPICAL WORKING CONDITIONS**

Work is performed in an office and courtroom environment; occasionally works outside; continuous contact with staff and the public. Comply with all County equipment and safety policies and procedures, and California Occupational Safety and Health Administration (CALOSHA) rules and regulations.

### **KNOWLEDGE OF**

- Principles of collection and obtaining unpaid funds.
- Account and fiscal recordkeeping methods and procedures
- Laws, rules, and regulations governing collection functions.
- Investigation techniques and procedures.
- Principles of identification, preservation, and presentation of evidence.
- Legal terminology, forms and procedures
- Property Tax Collection laws as prescribed in California Revenue and Taxations code.
- General accounting theory, principles, and practices and their application to a variety of accounting transactions and problems.
- Investigation techniques and procedures.

### **ABILITY TO**

- Plan, organize, develop, and implement the Collections functions of the County.
- Conduct investigations related to delinquent accounts.
- Analyze data and determine the financial status of debtors.
- Analyze and interpret laws and regulations related to collection of delinquent accounts.
- Gather, organize, analyze, and present a variety of data and information.
- Prepare and present evidence in court.
- Prepare, clear, concise and accurate records and reports.
- Effectively represent County Collection functions with the courts, the public, and other government agencies.
- Establish and maintain cooperative working relationships.

## **TREASURER TAX COLLECTIONS OFFICER II- 5**

### **TRAINING AND EXPERIENCE**

Two (2) years of experience equivalent to that of the Collections Officer I with Plumas County.

Two (2) years previous experience in a lead or supervisory position.

### **SPECIAL REQUIREMENT**

Must possess a valid driver's license at time of application and a valid California Driver's License by the time of appointment. The valid California License must be maintained throughout employment.

All County of Plumas employees are designated Disaster Service Workers through state law (California Government Code Section 3100-3109). Employment with Plumas County requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Work related training as assigned, and to return to work as ordered in the event of an emergency.