



JOB DESCRIPTION

<i>Title</i>	Tax Technician			
<i>Department</i>	Assessment & Taxation		<i>Job Class</i>	A 15 3
<i>Driving Required</i>	No		<i>Safety</i>	No
<i>Labor Union</i>	AFSCME Local 2746 Courthouse/Roads		<i>FLSA</i>	Non-exempt
<i>Created</i>	April 2013	<i>Reviewed</i>	Jan. 2023	<i>Revised</i> Feb. 2020

Purpose

Under the direction of the Deputy Assessor/Tax Collector the individual in this position will collaboratively perform a variety of specialized complex accounting and clerical duties and maintain daily work flow activities related to fiscal control and audit for Assessment, Property Tax, Property Management and Transient Lodging Tax Collection. The technician acts as a lead staff support member to the department specializing in either property tax collection or transient lodging tax collection related duties.

Essential Functions

A person employed in this classification must possess the ability to perform the following duties to be considered for this position. The duties are essential functions requiring the critical skills and expertise needed to meet the job objectives. Additional specific details of these essential functions may be provided by the specific office or department job announcement, if applicable.

- Balance daily deposits, create cash slips for all monies received and process electronic deposits using department specific Check 21 in-house scanning equipment and software.
- Verify and calculate amounts to be distributed to taxing districts and quarterly Transient Lodging Tax collection amounts to be distributed to local jurisdictions. Prepare and verify year-end control ledgers and report amounts to Budget & Finance for distribution. Set up hearings for omitted property and clerical errors and make the necessary corrections to complex accounts including court cases, magistrate division appeals, and clerical errors.
- Process routine tax roll correction vouchers and prepare revised billings. Prepare and calculate refunds for corrections or error payments. Research and resolve duplicate payments. Handle complex problems of taxpayers and lodging providers. Assist tax clerks with counter customers and telephone calls. Correct addresses on returned statements. Track and balance property tax advance payments. Calculate and collect advance property tax payments on segregation/partition plat accounts.
- Ensure timely preparation and mailing of delinquent notices, transient lodging liens and personal property tax warrants.
- Track delinquent accounts and prepare collection action documents such as notices of garnishments, lien notices, etc. in compliance with ORS and ordinance rules.
- Establish and maintain various payment procedures designed to meet procedural needs of taxpayers and transient lodging providers. Maintain contact with title



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company personnel, Department of Revenue, attorneys, auditors for taxing districts, etc.

- Prepare and audit various reports and summaries regarding assessment, collections, and distributions, corrections to tax roll, and assist with tax roll preparation.
 - Research and identify potential personal property and transient lodging accounts for non-compliance issues.
 - Attend conferences, schools and seminars to keep informed of property assessment, taxation, and transient lodging collection laws.
 - Prepare transient lodging return mailers, issue short term rental permits and collect interdepartmental fees associated with the issuance of short-term rental permits.
 - Assist with receipting of payments for county leases and property management private land sales, auction sales, and contract installment payments; and make deposits to Budget & Finance. Post and balance daily or monthly collections on computer control ledgers. Monitor and notify the lessee of late payments and contract violations. Balance and prepare monthly/annual reports. Create payment schedules and amortize new contracts. Prepare and issue delinquent notices and other correspondence.
 - Manage accounts payable for A&T, Tourism and Property Management organizational units applicable to the functions of the department. Audit and pay bills for a variety of contractual services associated with property management and sales, including timber, cruises, private appraisals, utilities, and maintenance billings.
 - Coordinate data processing and the mortgage company tape exchanges by verifying requested accounts and check amounts. Code special request statements.
 - Prepare foreclosure demand and lienholder notification letters. Prepare and audit various reports and summaries regarding assessment, property tax, transient lodging taxes and distributions related to property tax and transient lodging taxes.
 - Process Board of Property Tax Appeal (BOPTA) orders; update appraisal jackets and tax roll and issue resulting correspondence.
 - Work with Clatsop County Counsel on processing foreclosure liens, bankruptcy proof of claims, and amendments to ordinances related to transient lodging taxes. Track and update bankruptcy cases. File proof of claims for county. Update tax records according to bankruptcy laws. Maintain computer control ledgers on payments ordered by bankruptcy court. Notify attorneys or bankruptcy trustees when payments have not been submitted.
 - Administer Transient Room Tax ordinance. Maintain all associated records and collaborate with Community Development. Prepare quarterly billings, post payments, report delinquencies, prepare and record liens as appropriate per county ordinance.
 - Follow all safety rules and procedures established for work areas.
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Auxiliary functions:

- Provide support to department personnel as workload and staffing levels dictate.
Maintain proficiency by attending training, meeting with others, reading, etc.
Maintain work area in a clean and orderly manner.

Education & Experience

High school or equivalent education plus additional specialized training. Minimum of two years' experience performing similar duties or any satisfactory combination of experience and training.

Knowledge, Skills & Abilities

- Basic knowledge of Oregon tax laws including Measure 5 and Measure 50.
- Basic knowledge of appraisal terminology.
- Thorough knowledge of accounting practices/bookkeeping,
- English, and grammar.
- Knowledge of office practices and procedures.
- Prior cash handling experience, operation of a variety of office equipment, data entry, and spreadsheet applications.

Desired Qualifications

Knowledge of Oregon property tax laws and Clatsop County ordinances relating to short term rentals and transient lodging taxes. Previous experience in a property tax or assessor or treasury office in the State of Oregon. Equivalent of a four-year degree in accounting. Knowledge of specific software programs utilized within the county.

Physical Demands

While performing the duties of this position, the employee is frequently required to sit, stand, bend, kneel, stoop, and reach; communicate; and, manipulate objects, tools, or controls. The position requires mobility. Duties involve moving materials weighing up to 10 pounds on a regular basis and up to 40 pounds on an infrequent basis. Manual dexterity and coordination are required at least 50% of the work period while operating equipment such as computer keyboard, calculator, etc.

Clatsop County is committed to providing reasonable accommodations as required by the Americans with Disability Act (ADA). Reasonable accommodations may be made to enable qualified individuals with disabilities to perform essential functions and/or physical demands.

Working Conditions

Typical working office environment.

Supervision Received & Exercised

Reports to the Deputy Assessor/Tax Collector. Supervision is not a typical function assigned to this position. May provide training and orientation to newly assigned personnel on department policies and practices.