

Job Title: Tax Assessor/Collector

Exemption Status/Test: Non-Exempt

Reports to: Business Manager/Director

Date Revised: August 2015

Dept./School: Tax Office

Primary Purpose:

Serve as chief administrator of the district's tax office and carry out the tax collection functions for the school district.

Qualifications:

Education/Certification:

High school diploma or GED

Eligible for registration with the Texas Department of Licensing and Regulation as a Registered Tax Assessor/Collector (RTA)

Bonded as required by Texas Tax Code §6.29

Special Knowledge/Skills:

Must be 18 years of age

Knowledge of economic and accounting principles and practices

Knowledge of state and local tax codes

Knowledge of local area and its properties

Ability to interpret data

Ability to manage budget and personnel

Strong communication, public relations, and interpersonal skills

Experience:

Prefer experience in property tax operations

Major Responsibilities and Duties:

Tax Assessment

1. Monitor activities of the county tax appraisal district and work with representatives on appraisal of properties in the district.
2. Calculate the tax imposed on each property on the appraisal roll and prepare and mail a tax bill to the person or authorized agent listed.

Tax Collection

3. Collect and deposit revenue for current and delinquent taxes in designated depository(ies).
4. Certify an estimate of the tax collection rate for the current year and any amount collected over the anticipated amount in the preceding year.
5. Prepare a current and cumulative delinquent tax roll each year and deliver delinquent notices to property owners or their agents.

6. Resolve tax problems and complaints in an equitable manner including refunding overpayments or erroneous payments of taxes as provided by law. Report adjustments to district's auditor.

Policy, Reports, and Law

7. Compile, maintain, file, and present all reports, records, and other documents as requested or required by law including mandatory monthly and annual reporting of all tax collected or delinquent.
8. Comply with policies established by federal and state law, State Board of Education rule, and local board policy. Ensure property taxation is fair and uniform and apply all laws, rules, methods, and procedures in a uniform manner to all taxpayers.

Personnel Management

9. Select, train, supervise, and evaluate staff and make sound recommendations relative to assignment, retention, discipline, and dismissal.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard office equipment including personal computer and peripherals

Posture: Prolonged sitting. Occasional bending/stooping, pushing/pulling, and twisting

Motion: Repetitive hand motions including frequent keyboarding and use of mouse. Occasional reaching

Lifting: Occasional light lifting and carrying (less than 15 pounds)

Environment: May work prolonged or irregular hours

Mental Demands: Work with frequent interruptions; maintain emotional control under stress

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by _____ Date _____

Received by _____ Date _____