Deputy Trustee II

Nature of Work

This is very responsible clerical and accounting work involving the collection of property and public utility taxes for citizens of _______ County and the processing of revenues from other county offices and departments. The primary responsibilities of this position are the accurate collection of property taxes and the maintenance of accurate financial records. Additional activities associated with the job include providing information and assistance to individuals on the phone and in person, receiving and accounting for tax payments, preparing tax notices, and assisting tax payers who qualify for tax relief. Incumbents also assist with reconciling bank statements, assist with bankruptcy transactions, collect hotel/motel taxes and enter revenues received to support county and school system operations. Job responsibilities require a strong background in accounting, considerable organizational, decision making and interpersonal skills, ability to work independently with little direct oversight and dedicated attention to detail. Job performance is evaluated by the County Trustee through review of the accuracy of all completed transactions, compliance with established operating procedures, ability to interact successfully with the public, local officials, attorneys, mortgage companies, etc. and organizational and decision making skills. Job activities are also subject to state audit.

Illustrative Examples of Work

- Collects property taxes from the public and mortgage companies, makes entries in appropriate ledgers and databases and provides receipts.
- Answers the phone, greets customers and provides information about taxes, penalties, etc.
- Assists in preparing and mailing tax notices in accordance with established schedules during the fiscal year.
- Assists with reconciling designated bank statements on a monthly basis.
- Assists financial institutions, attorneys, real estate agencies and title companies with information regarding tax payments and deposit accounts.
- Prepares change orders received from the Property Assessor’s office including value changes, pickups, new owners, rollback taxes and balance tax aggregates.
- Receipts monies and miscellaneous income from other county offices and departments and ensures that they are deposited in the proper account.
- Processes tax payments received by mail and mails receipts back to the taxpayer.
- Enters and deletes mortgage company tax information in the computer.
- Updates information in the computer database such as change of address, property changes of ownership, etc. and researches records to update incorrect addresses.
- Processes incoming mail and outgoing mail.
- Assists with completing applications for state tax relief program for eligible elderly and/or disabled constituents and completes a DV (debit voucher) for submission to the state.
- Reviews ACV’s (credit vouchers) for individuals participating in the tax relief program to ensure they are still eligible, determine if all the information is still accurate and coincides with state records.
-Assists with balancing cash drawers on a daily basis and ensures computer back ups are performed on a daily basis.
-Coordinates office activities with the Property Assessor’s office, Register of Deed’s office and the Clerk & Master office to ensure the accuracy of property ownership, address changes, delinquent taxes, etc.
-Assists with bankruptcy proceedings and filing all necessary documentation.
-Enters revenues received from county offices and departments and state funding for school system operations into the appropriate database and preparing monthly and/or quarterly reports.
-Assists with the collection and deposit of hotel/motel taxes.
-Coordinates daily activities with the Accounting Department for the receipting of funds.
-Assists local municipalities with issues pertaining to tax relief, providing required documentation, providing tax histories, etc.
-Performs related duties as required.

**Necessary Requirements of Work**

Graduation from an accredited high school including and/or supplemented by courses in accounting, banking, and/or bookkeeping (Associate Degree preferred); experience in office administration and accounting; considerable experience working with the public; strong organizational, interpersonal and decision making skills; ability to consistently deal with detailed financial information in an accurate and thorough manner; or any equivalent combination of education or experience to provide the following critical knowledge, abilities and skills:

-Considerable knowledge of the policies and procedures established for the ______ County Trustee’s office.
-Considerable knowledge of the principles and practices of bookkeeping and basic accounting including balancing and reconciling daily transactions, use of internal controls, receipting of revenues, etc.
-Considerable knowledge of the organization and functions of the ______ County Trustee’s office.
-Considerable knowledge of T.C.A. regulations pertaining to tax collection, tax relief, property assessments including required monetary transactions.
-Considerable knowledge of the general operations and functions of other ______ County government offices that involve the Trustee’s office operations including the Accounting Department, Register of Deeds, Property Assessors office and Clerk & Masters office.
-Ability to apply basic and advanced bookkeeping principles and practices and maintain appropriate standards of accuracy and integrity for all financial transactions.
-Ability to make arithmetic computations and tabulations rapidly and accurately.
-Ability to deal with detailed and complex information in a consistently accurate manner.
-Ability to communicate effectively in oral and written forms.
-Ability to interact in a professional and effective manner with co-workers, other county employees, financial institutions, attorneys, local officials and the public.
-Ability to work independently with little oversight, effectively prioritize all work related activities and meet all established deadlines and reporting requirements.
-Skill in the operation of contemporary office equipment including FAX machines, photocopiers, calculators, postage machines, etc.
-Skill in the use of computer terminals, proprietary software programs and word processing, database
management and spreadsheet applications.

**Necessary Special Requirement**

- Incumbents must be bondable.