

KENT COUNTY POSITION DESCRIPTION

*Kent County Levy Court
555 Bay Road, Dover, DE 19901*

Department of Finance
Tax Office
Classified, GRADE 9
40 Hour Week

TAX ADMINISTRATOR

GENERAL STATEMENT OF DUTIES: Performs supervisory duties in the tax and fee collection area; does related work as directed.

DISTINGUISHING FEATURES OF THE CLASS: The single position class directs and advises staff responsible for collecting taxes and other fees and insures the accurate documentation and deposit of those receipts. Incumbent assists with billing and collection of current and delinquent taxes and fees.

ADA REQUIREMENTS: This is light work requiring the exertion of up to 20 pounds of force occasionally and up to 10 pounds of force frequently or constantly to move objects; work requires stooping, kneeling, reaching, pulling, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; mental acuity is required to make rational decisions through sound logic and deduction; visual acuity is required for preparing and analyzing written or computer data, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

EXAMPLES OF WORK: (Illustrative only)

Prepare bank deposit and verify cash for tax payments, program fees and user charges;
Account for and deposit cash receipts from County offices;
Maintain spreadsheets and appropriate reports of payments;
Assure receipts and payments are in order and properly credited;
Monitor bankruptcy proceedings and file County claims;
Check the work of others for completeness and accuracy;
Collect outstanding payment due to non-sufficient funds;
Assist with preparation of tax bills;
Prepare and distribute monthly reports;
Oversee mortgage company escrow correspondence;
Resolve cash discrepancies and payment disputes;
Supervise assigned staff;
Purchase office supplies and equipment as directed;
Make adjustments to accounts placed in monitions;
Collect delinquent taxes by use of monition method;
Assist in preparation of annual budget.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Thorough knowledge of account-keeping practices; excellent word processing skills; ability to create complex operational spreadsheets; some knowledge of bookkeeping and accounting practices; ability to follow complex oral and written directions; ability to prepare complex fiscal reports; ability to plan and supervise work of others; initiative; willingness and ability to adapt to new office procedures as required; some knowledge of the principles underlying State laws and regulations pertaining to County government; good judgment; ability to establish and maintaining working relationship with coworkers, supervisor, and the public; good working knowledge of computers and office applications; regular and timely attendance; performance of duties in a safe manner.

ADDITIONAL EXPERIENCE AND TRAINING: Completion of standard high school coursework or G.E.D. (business courses highly desirable) with one to three years' experience in bookkeeping or accounting; or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

ADDITIONAL REQUIREMENTS: Possession and retention of a valid motor vehicle operator's license issued by the State of Delaware. Must pass testing for substance abuse and criminal background investigation. Must maintain a positive work environment by acting and communicating in a manner that promotes harmonious relations with customers, co-workers, and supervisors. Direct deposit of pay required.

Employee Acknowledgment

EST. 07/01/11

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