

PERSONAL PROPERTY COORDINATOR (DEPUTY TREASURER III)

GRADE 24

GENERAL DEFINITION OF WORK:

FLSA Status: Non-Exempt

Performs intermediate paraprofessional work reviewing taxpayer accounts for personal property tax overpayments or delinquent payments; does related work as required. Work is performed under regular supervision.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Reviewing taxpayer accounts; determining overpayment or delinquent payment of taxes; preparing and maintaining files and records.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Prints personal property and supplemental bills; sets up new supplement numbers each month for current year; reviews documents to check for errors and compare totals to Commissioner of Revenue reports.
- Prints business license book; run edit and update to ensure the figures match the Commissioner of Revenue.
- Audit delinquent taxes due from previous years; mail bills reflecting new amounts.
- Print business license tickets; set up new supplemental numbers each month; prepare business license forms and mail out bill to the taxpayer.
- Run daily query for a list of abatements process on the previous day by the Commissioner of Revenue.
- Review the charge, payment, and abatement postings to ensure accuracy; determine if delinquent taxes are owed and apply credit to outstanding taxes; calculate any penalty and interest required to be returned; run validation report and correct errors in social security numbers and account numbers.
- Processes refund checks to return the overpayment of taxes by county taxpayers.
- Receive payments, record receipts, issue licenses and tags, post to accounts, enter data, and assist the public.
- Process cash, check and credit card transactions; balance and reconcile cash drawer.
- Provide customer service; evaluates, researches, and solves problems with taxpayer accounts; assist citizens and answer questions by phone, mail, and in person.
- Work with leasing companies to determine which vehicles are missing payments or where credits need to be applied.
- Run a monthly abatement and supplemental report to compare figures between the Treasurer and Commissioner of Revenue and make sure they agree.
- Performs general/clerical tasks including answering telephone calls, typing documents, making copies, sending/receiving faxes, picking up and processing incoming/outgoing mail, filing documentation, maintaining files/records, or transporting banking transactions to/from bank.
- Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of the methods and practices of accounting; general knowledge of the principles underlying the laws, ordinances and regulations governing the operations of the Treasurer's Office and the Commissioner of Revenue; thorough knowledge of modern business management and office practices; ability to perform mathematical computations with speed and accuracy; ability to analyze and interpret tax data and related information and to prepare appropriate statements and reports; ability to operate standard office, word processing and data entry equipment; ability to understand and follow oral and written instructions; ability to establish and maintain effective working relationships with associates and the general public.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from high school and considerable accounting experience.

PHYSICAL REQUIREMENTS:

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires reaching, 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, and to receive detailed information through oral communications and/or to make fine distinctions in sound; visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

SPECIAL REQUIREMENTS:

None.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

Confidentiality Statement

I acknowledge and understand that I may have access to confidential information regarding [employees, students, patients, inmates, and the public]. In addition, I acknowledge and understand that I may have access to proprietary or other confidential business information belonging to Fauquier County. Therefore, except as required by law, I agree that I will not:

- Access data that is unrelated to my job duties at Fauquier County.
- Disclose to any other person, or allow any other person to any information related to Fauquier County that is proprietary or confidential and/or pertains to [employees, students, patients, inmates, the public]. Disclosure of information includes, but is not limited to, verbal discussions, FAX transmissions, electronic mail messages, voice mail communication, written documentation, "loaning" computer access codes, and/or another transmission or sharing of data.

I understand that Fauquier County and its [employees, students, patients, inmates, the public], staff or others may suffer irreparable harm by disclosure of proprietary or confidential information and that Fauquier County may seek legal remedies available to it should such disclosure occur. Further, I understand that violations of this agreement may result in disciplinary action up to, and including, termination of employment.

I have reviewed my job description with my supervisor and understand the duties assigned to me and the measures to which I will be held accountable.

Date _____	Name _____
	Signature _____
Date _____	Supervisor _____
	Signature _____

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.