

Code: 1322

Title: DELINQUENT TAX SPECIALIST

SUMMARY: Performs accounting clerical work collecting and recording delinquent and current real estate taxes.

DUTIES/RESPONSIBILITIES: (Work assignments may vary depending on the department's needs and will be communicated to the applicant or incumbent by the supervisor)

Calculates amounts of delinquent taxes and interest owed by individual taxpayers;
Reviews delinquent tax statements and confers with taxpayers concerning payment arrangements;
Receives delinquent and current real estate tax payments over-the-counter and by mail and issues receipts;
Records, posts and updates tax payment information on appropriate forms and tax rolls;
Responds to oral and written inquiries concerning tax laws, delinquent tax information and departmental policies pertaining to delinquent taxes;
Researches tax records and retrieves tax information from a database, microfilm or other sources;
Prepares and issues tax receipts, redemption certificates, certificates of purchase and judgment deeds;
Maintains appropriate security and confidentiality of information created or encountered in the performance of assigned duties;
Reconciles payments received and processed to computer reports;
Performs related clerical activities such as distributing mail, answering phones, typing, making copies and filling out forms.

KNOWLEDGE & SKILLS:

Knowledge of:

- procedures for preparing tax statements, receipts, redemption and purchase certificates and judgment deeds; .
- tax laws pertaining to assessment and collection of delinquent taxes;
- office practices and procedures;
- basic accounting and finance principals and procedures.

Skill in:

- calculating delinquent and accrued interest;
- researching, posting and updating tax records;
- balancing payments to computer reports;
- communicating effectively;
- performing various clerical activities.

MINIMUM QUALIFICATIONS:

EITHER:

(1) An Associate's Degree from an accredited college or vocational/technical school with a major in accounting or a closely related field as defined by the appointing authority.

OR:

(2) Two years of experience performing accounting clerical duties.

(Additional relevant experience and/or education from an accredited college or vocational/technical school may be substituted)

OTHER REQUIREMENTS:

Physical/Sensory Requirements: Physical and sensory abilities will be determined by position.

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Pima County

07/01/86

Updated 04/30/09(gs)