

JOB DESCRIPTION
FOR
Baker County Treasurer/ Tax Collector

Position Overview:

The county Treasurer/Tax Collector is an elected official, with a four-year term. Duties include collecting and disbursement of property taxes (current and delinquent) and other selected financial functions. Oversees the preparation and mailing of tax statements to both taxpayers and mortgage/taxing services. The Treasurer issues tax refunds, on the receipt of money received from other county departments deposits and invest the funds not needed for immediate disbursement. The Treasurer is typically responsible for ensuring that sufficient cash is on hand to cover expenses while managing excess cash in such a way as to strike a balance between maximizing investment returns and maintaining sufficient liquidity and the safety of principal. As a county official this treasurer's office provides tax information to the public and balances all tax payment transactions. The County Treasurer manages foreclosure proceedings on real property and issues warrants on delinquent accounts. All county funds are verified and deposited through the Treasurer's office. Banking procedures are done through this office including collecting and transferring State funds to the designated banking accounts.

Number of Employees reporting to this position:

There are two daily, one part time and one full time.

Work Environment:

This position works in an office environment with frequent interruptions and the pressure of deadlines. The County Treasurer works with the general public to solve problems provides service and interprets laws and policies.

Qualifications:

Must be at least 18 years old and be a resident of the county for one year prior to the election (ORS 204.016) The term is 4 years (OR Const., Art VI,§6).

Essential Job Functions:

Duties vary but must be able to perform a variety of keyboard functions. It requires being able to accurately be performing multiple tasks simultaneously. Need to establish and maintain effective and cohesive working relationships with office staff, county staff and departments also public and private officials and the general public.

Job Duty Outline:

1. Collection and disbursement of property taxes.
2. Send tax statements.
3. Issue Tax Refunds
4. Verify and deposit money received from other county departments.
5. Preparation and administration of:
 Treasure/Tax Collector General Fund Budget
6. Manage foreclosure proceedings on real property
7. Issue warrants on delinquent manufactured home accounts.

Skills:

- Extensive use and operation of:
 - Able to manage computer programs (data entry and retrieval)
 - Calculator
 - Copy and Fax machine
 - Knowledge of Banking procedures
 - P C Software, such as Word, Excel & Internet

- Must have knowledge and ability to perform all duties relating to:
 - Accounts Payable.
 - Accounts Receivable.
 - Budget Preparation and Administration.
 - Payroll.
 - Research.