



**COLUMBIA COUNTY, OREGON**  
**JOB TITLE: TAX OFFICE SPECIALIST**  
**DATE: AUGUST 1, 2024**

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<b>EXEMPT (Y/N):</b>	No	<b>CLASSIFICATION:</b>	CSC
<b>DEPARTMENT:</b>	Finance & Taxation	<b>JOB CODE:</b>	026
<b>SUPERVISOR:</b>	Tax Collector	<b>SALARY RANGE:</b>	24
<b>UNION (Y/N):</b>	Yes	<b>LOCAL:</b>	AFSCME 1442

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**GENERAL STATEMENT OF DUTIES:** Perform a variety of complex administrative, technical, and financial duties in the collection of various taxes and assists in the daily operation of accounting and financial recordkeeping functions for the County.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other related duties may be assigned. Responsible for assisting the Tax Collector in the collection of numerous taxes, preparing regular reports of collected monies, maintaining tax records for all accounts, and other clerical and bookkeeping work as required.

Perform a variety of duties including processing receipts, processing refund checks, reviewing financial transactions, and preparing tax statements.

Assist in all functions related to the receipt and disbursement of monies, including collection, and recording of property tax payments, maintenance of the tax roll, foreclosure proceedings, collection of current and delinquent property taxes, computations of interest and discounts, processing corrections and refunds, and coordinating across the Finance Department and Treasurer's Office as appropriate.

Process Lien Warrants and keep track of all bankruptcies relating to property in Columbia County.

Assist the Tax Collector to balance the prepayment account and district reports in ORCATS to the accounting system.

Participate in the controlled handling of a multi-million-dollar cash operation, bank deposits, and reconciliation of cash and computer postings by tax years, to relevant tax accounts. Prepare and process claims in the accounting system for refunds to be issued.

Assist the Tax Collector with problem solving to assure compliance with state law, court decisions, etc. Prepare and recommend for consideration by the Tax Collector, office procedures for the property tax collection system as needed.

Work with auditors as needed to respond to testing requests and process.

Assist employees and citizens regarding tax and assessment questions. Provide general information and forms and discuss procedures related to tax issues.

Perform mail room duties such as distributing and processing mail, adding postage to postal equipment, and billing out costs to departments. Coordinate functions with others as appropriate.

Perform assigned cash handling duties in accordance with the County's Cash Handling Standards. Perform various administrative support duties, such as filing, answering telephones, and assisting employees and the public.

Maintain strong customer relationships with internal and external customers, which include the Oregon Association of County Tax Collectors, other county departments, and the general public.

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Follow all safety rules and procedures established for work areas. Comply with all relevant county policies and procedures.

Maintaining regular attendance during the assigned work schedule is an essential requirement of this position. The ability to serve and meet in person with members of the general public, co-workers, and others is required.

**SUPERVISORY RESPONSIBILITIES:** Supervision of employees is not a responsibility assigned to this position.

**SUPERVISION RECEIVED:** Work is performed with considerable independence under the general direction of the Tax Collector who provides policy, procedure, and administrative direction and reviews performance.

**QUALIFICATION REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The competencies below represent the required knowledge, skills, and/or abilities. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

**EDUCATION and/or EXPERIENCE:** Equivalent to a two-year degree in accounting or related field plus two years' experience in general accounting. Any satisfactory combination of experience and training, which demonstrates the required knowledge, skills, and abilities may be substituted for the above requirements.

**DESIRABLE QUALIFICATIONS:** Previous experience in the public sector preferred. Four-year degree in accounting or related field a plus. Team player willing to work collaboratively toward shared goals and be open to diverse ideas and perspectives. Receive constructive feedback in a positive manner.

**CERTIFICATES, LICENSES, REGISTRATIONS:** Should possess a valid driver's license and be insurable under the county's liability policy.

**KNOWLEDGE, SKILL, AND ABILITY:** Knowledge of generally accepted accounting principles for governmental entities, methods, and procedures and ability to apply such knowledge to a variety of fund accounting transactions and the preparation of accounting reports and analyses.

Skill in financial or accounting software programs, web-based banking systems, and Microsoft Office products.

Ability to:

- Organize, prioritize, and produce an accurate work product and meet deadlines.
- Think conceptually and quickly to get to the heart of a problem.
- Express ideas effectively, both verbally and in writing. Use sound judgment.
- Adapt to change or new situations and openly acknowledge and work through conflict. Accept responsibility and be able to work well with ambiguity.
- Work independently and as part of a team.
- Act in such a manner as to maintain the confidentiality of the records and issues and other matters that may be encountered.



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- Develop and maintain harmonious and effective working relationships with employees, other agencies, county officials, and the general public.
- Correlate and evaluate a large volume of complex written and numerical data.
- Perform accurate data entry and mathematical and accounting calculations.
- Multi-task, prioritize, and accomplish quickly and efficiently a large number of diverse tasks.
- Process financial data with consistent accuracy.
- Meet requests for information and task completion from a diverse clientele in a timely manner.

**SPECIAL NECESSARY QUALIFICATIONS:** Must be able to pass a pre-employment background screening.

**PHYSICAL DEMANDS:** The physical demands described here must be met by an employee to perform the essential functions of this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Minimal, involving the movement of files, books, boxes, equipment, etc., seldom exceeding 20 pounds.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

General office environment.

***To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.***

***Columbia County has the right to revise this job description at any time.  
This description does not represent in any way a contract of employment.***