



Employment Opportunity

Kittitas County, Washington

POSTED: 5/15/14

CLOSES: When Filled

TAX ROLL DEPUTY

The current vacancy in the Treasurer's Office is a full-time, union (Local 792-CH), non-exempt position with benefits expected to begin as soon as possible. Anyone who meets the qualifications stated below may apply. Screening will commence on 5/22/14 and continue until a suitable candidate has been found.

SALARY RANGE: \$2,434.00 - \$2,764.00 per month

ESSENTIAL FUNCTIONS:

35% Responsible for receptionist and cashier duties for the office

- Answer inquiries regarding property taxes, excise taxes, general office procedures and duties, and direct all other inquiries to the proper party.
- Advise taxpayers of tax amounts owed, calculating interest and penalties when delinquent.
- Collect and receipt payments into the computer system for property taxes, special assessments, TV payments and excise taxes.
- Balance daily computer posting reports to cash drawer, and prepare a bank deposit.
- Correspond with taxpayers regarding incorrect tax payments and miscellaneous inquiries.

35% Responsible for processing real estate excise tax affidavits in accordance with RCW's and WAC rulings

- Assist taxpayers, closing agents, and attorneys in completing necessary excise affidavits.
- Interpret state RCW's pertaining to excise tax collection for title companies, attorneys, and the public.
- Verify and validate that affidavits are complete and accurate, and that the information on the affidavits correlates to the information on any accompanying documents.
- Verify excise tax and delinquent interest. Calculate penalty if applicable.
- Collect and receipt all tax and excise amounts due, including any applicable interest, penalties and advance taxes.
- Issue mobile home movement permits and decals to taxpayers and dealers and/or collect advance tax when applicable.
- Distribute original and copies of excise affidavits and movement permits accordingly.
- Correspond with taxpayers on inquiries, incomplete paperwork and/or incorrect payments.
- Converse with the Department of Revenue on questions that cannot be answered from the excise manual.

20% Responsible for performing miscellaneous office duties

- Answer incoming telephone calls from taxpayers, title companies, realtors and other county departments, concerning inquiries on excise affidavits, and property taxes.

Kittitas County is an Equal Opportunity Employer

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- Distribute tax and special assessment statements.
- Monitor and complete address changes on the computer for the Treasurer's Tax Roll
- Process return mail, conducting research for updated address, and maintaining a filing system.
- Maintain a file of all address changes done each year in alphabetical order.
- Archive files no longer needed for immediate access.
- Provide backup to Tax Collection Deputy and Tax Warrant Deputy in their absence.
- Perform any other duties as assigned by Treasurer or Administrative Assistant.

5% Responsible for credit card payments via Automatic Clearing House (ACH)

- Check e-mail each morning for notice of payment of taxes and assessments.
- Receipt the credit card payment to the appropriate parcel in the computer system.
- Log payment information on a balance sheet, and provide it to the Revenue Deputy at the end of each month.
- Maintain a filing system for all credit card activity.

5% Perform other duties as assigned.

This job description is a summary of the primary functions and expectations for this position. Additional department- related duties may be assigned as required.

MINIMUM QUALIFICATIONS:

- High School diploma or GED AND two years of college level accounting or bookkeeping. Two years experience in a job related field will substitute for college level accounting/bookkeeping classes.
- Experience working with computers, word processing software, and spreadsheet software.
- Knowledge in using general office machines and proper telephone etiquette.
- A criminal history and background check to include fingerprinting will be performed. Candidates may not qualify if they have misdemeanor or felony charges or convictions. Convictions will not necessarily disqualify you from employment. Factors such as age at time of the offense, seriousness and nature of the violation, and rehabilitation will be taken into account.

KNOWLEDGE, SKILLS AND ABILITIES:

- Basic arithmetic skills and ability to perform simple calculations quickly.
- Knowledge of cashiering procedures and techniques including ability to create receipts and balance a cash drawer.
- Ability to work in a fast paced environment and handle stress effectively.
- Must possess effective verbal and written communications skills.
- Must have strong interpersonal and problem-solving skills.
- Ability to work independently yet maintain open communication with others in the department to ensure work is completed in an efficient manner.
- Ability to use general office machines and proper telephone etiquette.
- Ability to multi-task in a fast paced environment while maintaining focus and attention to detail.
- Proficient with computers including Microsoft office programs, with an emphasis on Microsoft Excel, and ability to learn other programs specific to the office or County quickly.

WORKING CONDITIONS:

Work is generally performed in an office environment; regular interaction with employees and the public; periods of increased activity and exposure to angry or emotional customers; sustained posture in a seated position and prolonged periods of computer operation; ability to sit, stand, walk, stoop, kneel, crouch, ascend/descend stairs, reach and grasp; strength to push, pull, lift, and carry up to 25 pounds and

potentially more with assistance; vision to read printed materials and a computer screen, and hearing and speech to communicate in person or over the telephone. All safety regulations, policies, and procedures must be adhered to at all times.

Work hours are standard with some extended shift or weekend and evening work as needed. Regular attendance and punctuality are required. Occasional travel may be required to attend meetings or training opportunities.

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

APPLICATION PROCESS:

Applicants must apply online using the electronic recruitment portal. Completed applications must be submitted to Human Resources by **5:00 PM** on the closing date. The following items are required: 1) Kittitas County Employment Application; 2) Letter of interest outlining your education and experience that qualify you for the position; 3) Resume; 4) 3 professional references and 5) Supplemental Exam Answers. **Please note: All applications must be submitted online; paper copies will not be accepted.**

SUPPLEMENTAL EXAM QUESTIONS:

- 1) Describe your cash handling experience. Please explain where you gained this experience (employment, school, volunteer functions, etc.), how many months or years you have been responsible for handling cash, and the volume of the transactions.
- 2) What experiences, education, and training do you have that support and strengthen your application for this position?
- 3) Describe your ability to maintain focus and produce accurate work in a fast paced environment with frequent interruptions. Include how you keep track of multiple projects when you are pulled away from them midstream, and provide an example of how you have been successful in a similar environment in the past.
- 4) This position requires, at minimum, the ability to use Microsoft Office programs at a basic level. Which of the following best describes your level of experience using Microsoft Excel or similar spreadsheet program?
 - Beginner (setting up formatted worksheets and sorting data)
 - Intermediate (creating formulas, charts and graphs, pivot tables and links between files)
 - Advance (creating worksheets with decision making capabilities, macros and importing data from other sources)
 - None of the above
- 5) Provide an example of a time where you had to articulate politely and accurately a problem to a customer that did not have a positive resolution. Describe how you handled the situation and the outcome.