



# Employment Opportunity

Kittitas County, Washington

**POSTED: 2/9/15**

**CLOSES: When Filled**

## TAX COLLECTION DEPUTY

The current vacancy in the Treasurer's Office is a full-time, union (Local 792CH), non-exempt, position with benefits expected to begin as soon as possible. Anyone who meets the qualifications stated below may apply. Screening of applications will commence 2/17/13 and continue until a suitable candidate has been found.

**SALARY RANGE:** \$2,483.00 - \$2,819.00 per month

### ESSENTIAL FUNCTIONS:

#### **30% 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, and explain, state RCW's pertaining to excise tax collection to office personnel, title companies, attorneys, and the public.
- Verify and validate that affidavits are complete and accurate, and that the information on the affidavits correlate 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.
- Process affidavits, receipt revenue, and forward to County Auditor those affidavits received in the mail.
- Correspond with taxpayers on inquiries, incomplete paperwork and/or incorrect payments.

#### **30% 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, resolve any discrepancies, and prepare a bank deposit.
- Correspond with taxpayers regarding incorrect tax payments and miscellaneous inquiries.
- Process incoming and outgoing mail.

Kittitas County is an Equal Opportunity Employer

Human Resources • Kittitas County Courthouse • 205 West 5<sup>th</sup> Ave Suite 107 • Ellensburg, WA 98926  
(509) 962-7082 • FAX (509) 962-7083 • hr@co.kittitas.wa.us • www.co.kittitas.wa.us

**15% Responsible for purchasing office supplies, maintaining office supply inventory**

- Forecast and order supplies for Treasurer's Office as needed and on yearly basis.
- Negotiate with vendors so that materials purchased are of best quality and quantity for our money.
- Update office supply inventory records by adding or removing items throughout the calendar year.

**15% Report excise tax affidavits to the Department of revenue and maintain buyer/seller records**

- Forward monthly to the Department of Revenue, a statement of excise tax collected with tax affidavits. Converse with the Department of Revenue on questions that cannot be answered from the excise manual.
- Maintain the Department of Revenue Real Excise Tax Instruction Manual within the office.
- Input from excise tax affidavits grantor/grantee sales information to generate a monthly seller/buyer report.

**5 % Responsible for performing miscellaneous office duties**

- Answer incoming telephone calls concerning inquires on excise affidavits, and property taxes.
- Distribute tax and special assessment statements, including the bursting process and preparation for mailing.
- Perform any other duties as assigned by Treasurer or Administrative Assistant.
- Provide backup to Tax Collection Deputy and Tax Warrant Deputy in their absence.

**5 % 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 job related field will substitute for college level accounting/bookkeeping classes.
- Prior cash handling experience.
- A criminal history and background check 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 and 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) Three (3) professional references and Three (3) personal references; and 5) Supplemental Exam Answers. **Please note: All applications must be submitted online; paper copies will not be accepted.**

All applicants who meet the minimum qualifications will be eligible for an Excel Exam. **The fee for this test is \$20 and will be at the responsibility of the applicant.** Payment will be due at the time of the test. Cash or Check will be accepted. Checks can be made payable to Kittitas County. Candidates who opt to pay by cash must bring the exact amount as we cannot make change. Applicants who meet the minimum qualifications will be invited to take the test by email.

#### **SUPPLEMENTAL EXAM QUESTIONS:**

- 1) 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.
- 2) 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.
- 3) Do you understand that you will be required to pay the \$20 test fee due at the time of the Excel Exam?
- 4) 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.

- 5) 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
- 6) What experiences, education, and training do you have that support and strengthen your application for this position?