

Lac qui Parle County

Job Description

<u>Job Title:</u>	Deputy ATC – Office Support Specialist
<u>Department:</u>	County Auditor-Treasurer-Coordinator
<u>Reports to:</u>	Auditor-Treasurer-Coordinator, Property Tax Supervisor
<u>Supervises:</u>	None
<u>Job Type:</u>	Full time/hourly; Union
<u>Hours/Days:</u>	35 hours per week; Monday-Friday. Work schedules (hours and days) and location are subject to change based on department needs.
<u>Summary:</u>	Under limited supervision, supports all staff and functions of the Auditor-Treasurer-Coordinator's Office. This position provides critical support for all other office staff in the areas of property tax administration, License Center, election administration, and disbursements.

Minimum Qualifications

- Post-secondary degree in office administration, or related field OR High School Diploma/GED combined with 3 years' experience in a related field.
- Valid Class D driver's license and proof of auto insurance.
- Experience with the Microsoft Office software suite.
- Must submit to criminal/civil history background check at County expense prior to beginning employment*.

*(*not applicable to current employees transferring into this position)*

Equipment/Materials/Tools

This position will use the following equipment to perform the various duties: general office supplies, computer, printer, calculator, telephone, copy and fax machine, electric letter opener, numbering machine, document imaging equipment, document shredder, and postage machine.

Preferred Qualifications

- Degree in office administration, or related field.
- Prior experience in a public or private entity engaged in property records, taxation, assessment, governmental licensing, elections, real estate, or related field.
- Experience using software related to Quick Books, taxation, assessment, GIS, or licensing.
- Proficiency with the Microsoft Office software suite.
- Experience interpreting and applying statutes, laws, and/or regulations.

Essential Job Functions

A. ATC Department Administrative Support

- Assists all office staff with various tasks related to all functions of the office, as needed.

B. Customer Service Duties

- Under the direction of the Property Tax Supervisor, assist customers with requests for service.
- Answers telephone, for Property Tax and License Center, assist counter customer inquiries related to the various functions of the office, including coverage of the License Center counter when other staff are occupied.
- Responds to internal and external inquiries and requests for information.
- Maintains compliance with retention schedule for safekeeping of permanent and disposing of non-permanent records of the office, in accordance with local, state and federal laws.
- Maintains compliance with data provided to the public or others in the County conforms to the Data Practices Act, County ordinances, department policy or state and federal law.
- Maintains communication with various federal, state, and county agencies and departments.

C. Property Tax Duties

- Under the direction of the Property Tax Supervisor, works with the public at the counter, over the phone, and through mail and e-mail correspondence. Provide property descriptions and tax information to customers.
- Assist all other office staff with all facets of the property tax administration process.
- Process real estate tax remittances into the Receipt and Property Tax systems.

D. License Center Support:

- Under the direction of the Property Tax Supervisor, Perform and assist with the activities and tasks to assist customers - evaluate, prepare, and process forms; register, title, and transfer vehicles; issue licenses, license plates, permits, decals and tabs; collect taxes and fees; prepare documents and reports of motor vehicle and recreational vehicle licenses, driver's licenses and DNR licenses; performing necessary calculations and coding.
- Examine documents for compliance with regulations – regarding authenticity, completeness, and consistency; determine if documentation provided is fraudulent.
- Perform and assist with processes for cash management – cashiering duties including acceptance of mail and in-person payments; record receipts in proper accounts; daily reconciling of cash register; maintain office change fund for cash drawers, including daily balancing.

- Support tasks related to the Deputy Registrar, Driver's License Agent, and DNR Registration Agent (snowmobile, boat, and ATV) functions of the department.
- Audit, process, and coordinate processes for submission of daily, weekly, monthly, and yearly required reports – including submission of timely daily deposit in the State depository, in the absence of the License Center staff
- Must be able to carry out all functions of License Center in the absence of other staff.
- Assist with maintenance of low error rating from the State to ensure Deputy Registrar registration designation within the County.

E. County Coordinator Support

- Assist Auditor-Treasurer-Coordinator with duties related to management of the County Board of Commissioners.
- Attend Board meetings and draft official meeting minutes.
- In the absence of the ATC, conduct pre-meeting organization including preparation and distribution of the agenda and related documentation.
- In the absence of the ATC, fill the role of Clerk for the Board of Commissioners. This includes setting the agendas, distributing informational packets to the Board and local media.

F. General Accounting Support

- Treasury Duties
 - Cash Management – under the direction of the Property Tax Supervisor, assist other staff to monitor individual bank accounts held at depository institutions utilized by the County; ensure that available cash balances in draw accounts are sufficient to cover payments, withdrawals, debits, and transfers.
 - Perform monthly bank statements reconciliations.
 - Reconcile, prepare, compile, and submit receipts of County funds – calculate, collect, and record with accuracy all incoming county revenues in the forms of cash, checks, credit/debit cards, wire transfers, and ACH remittances.
 - Daily cash reconciliations and deposits – assist Chief Deputy to reconcile cash to all receipts and tax remittance and prepare daily and timely bank deposits.
- Mortgage Registration and Deed Tax
 - Prepare and submit monthly deed tax and mortgage registration tax reports to the state in a timely manner.

Secondary Job Functions

G. Delinquent Property Taxes and Property Tax Forfeiture Administration

- Under the direction of the Property Tax Supervisor, support other staff with tasks related to delinquent tax and tax forfeiture process in compliance with state statutes.

- Delinquent Tax Administration
 - Process and mail delinquent property tax notices.
 - Prepare delinquent tax lists for filing with Court Administrator for entry of judgment and maintaining current list for legal publication.
 - Arrange for proper publication of delinquent property tax list.
 - Calculate penalty and interest on delinquent taxes per requests from the public.

- Property Tax Forfeiture Administration
 - Prepare property tax forfeiture listing; arrange for publication and public posting.
 - Ensure proper notification to affected property owners via certified mail and Sheriff service of notice.
 - Prepare necessary Board resolutions and obtain necessary authorizations from State of MN.
 - Maintain current list of tax forfeited property available for sale to the public.
 - Schedule, advertise, and notify appropriate stakeholders for property tax forfeiture auction.
 - Tabulate all appropriate fees and charges for property tax forfeiture sales.
 - Prepare auditor certificate of sale for issuance of a state deed and arrange for recording of state deeds.

- Confession of Judgment Administration
 - Calculate payment schedules and monitor payment status for proposed and active COJ's.
 - Monitor COJ defaults and move affected parcels to forfeiture status as necessary.

H. Disbursements Duties

- Under the direction of the Property Tax Supervisor, support all department functions relating to disbursements – perform and assist the activities and tasks associated with all disbursements of County funds, including printing checks, preparing claim forms, obtaining appropriate Department Head/Supervisor approval, selection of accounting codes, and mailing of checks; ensure that adequate inventory of check stock, envelopes, and postage are available for disbursements; prepare warrant registers for County Board and ATC approval; review disbursement data submitted by other county staff for correctness, completeness, and propriety.
- Maintain all disbursement records – accept, organize, and file disbursement data including warrant registers, invoices, good claim forms, and purchase orders; monitor retention of necessary documents to ensure compliance with County policy and state requirements.
- Sales tax reporting – monitor disbursements for which the County is subject to sales tax payable to the State; process, review, and submit monthly sales tax

reporting to the State, including gathering applicable data from other county departments.

- Audit claims for payment - audit all daily, weekly, and monthly claims requesting County payment; investigate bills/invoices as necessary to determine propriety and report accordingly to the ATC; ensure that appropriations and large requests for payment are within budget and/or properly authorized prior to disbursement of County funds.
- Correctly flag disbursements as payable at year-end through consistent and accurate application of accounting principles and department policy.
- Annual 1099 reporting – flag applicable disbursements, compile vendor information, and electronically process Form 1099 for all necessary vendors and report to the IRS; monitor and review data entered into the accounting system by other county staff; make corrections as necessary.

I. Election Support

- Under the direction of the Property Tax Supervisor, provide backup support to the PR&E Specialist for all elections administration duties of the office.
- Absentee and Mail Ballot administration – distribute, accept, verify, and process absentee voting applications.
- Election judge training - assist ATC to prepare and present election judge training sessions.
- Assist with delivery and return of precinct election materials - including supply boxes, rosters and other equipment. Compile election reporting statistics submitted by local precincts. Assist election judges with questions and problems.
- Election equipment management – troubleshoot machine failures; coordinate follow-up machine repairs with equipment vendor as necessary; conduct pre-election and post-election public testing procedures per State requirements.
- Support election candidate filing procedures.
- Ensure safe keeping and chain of custody for all election materials.
- Assist local precincts in administration of special/standalone elections as necessary.

Other Job Functions

A. Other Licenses

- Under the direction of the Property Tax Supervisor, provide backup support to the PR&E Specialist with department functions relating to Other Licenses – including Alcohol (Liquor and Beer), Auctioneer, Gambling, Transient Merchant, and Tobacco License Duties.
- Performs and assists with the activities and tasks of issuing other licenses including annual renewal notification of past licensees.
- Prepare, compile, and submit reports requested by the State and order supplies and necessary forms.

- Communicate, correspond, and follow-up with licensee, Countryside Public Health, County Sheriff, or County Attorney regarding the collection of payments on fines for failed compliance checks.
- Advise licensees, the ATC, the public, and other agencies regarding the interpretation and application of current licensing rules, regulations, and ordinances.

B. County Ditch Data Entry

- Assist the License Center Supervisor with duties related to ditch splits and redeterminations.

C. Other Duties of a Similar Nature or Level

- Assist non-county users with reservations of the County Multi Conference Room.
- Provides Notary services to the public.
- May attend day, evening and/or overnight events (such as hearings, meetings, trainings and/or conferences) representing the department and the County.
- Prepare correspondences, reports, agendas and proceedings as assigned or apparent.
- Overtime may be required and will be at the discretion of the Department Head.
- Extensive reading and research may be required.
- Maintains a neat and orderly work area.
- Maintains a pleasant, positive and professional working relationship with all County employees.
- Employee is responsible for maintaining a safe environment for self and others and is accountable for such as described in the County AWAIR Program Policy.
- Regular and punctual attendance is essential to the maintenance of a smooth and consistent workflow of these employees' responsibilities and the functions of the department as a whole.
- Other such duties as assigned.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment of the position.

This document was originally approved by ATC Jake Sieg 6/5/18. This document was modified 10/10/18 to reflect delegation of supervisory duties in specified areas to the Property Tax Supervisor.