

UTAH COUNTY JOB DESCRIPTION

CLASS TITLE: TAX ADMINISTRATION SUPERVISOR
CLASS CODE: 2010

FLSA STATUS: EXEMPT
SUPERVISORY STATUS: SUPERVISOR

EFFECTIVE DATE: 11/30/2012 (REVISED 3/06/2008 VERSION)
DEPARTMENT: CLERK/AUDITOR

JOB SUMMARY

Under general supervision of the elected County Clerk/Auditor, performs routine and complex analytical work in overseeing taxes, abatements, Board of Equalization, and the tax sale according to statutory regulations.

ESSENTIAL FUNCTIONS

Supervises, plans, coordinates, and directs the work and personnel of assigned functions; schedules workload and delegates assignments; oversees training and ensures work is completed accurately and efficiently.

Identifies, evaluates, and resolves personnel concerns; evaluates performance and conducts performance appraisals; makes staffing decisions related to the hiring and retention of assigned personnel and the administration of disciplinary action in accordance with county policy and procedure.

Assists with the development and oversight of the annual budget (operating and supplemental) for assigned functions..

Plans and organizes the annual public auction for the sale of delinquent properties within the county; complies with notice requirements; ensures tax deeds are recorded correctly.

Calculates and prepares property tax rate worksheets for taxing entities within Utah County; works closely with the state tax commission and local taxing entities in administering property tax rate processes such as certified rates and truth in taxation.

Estimates increment value for each redevelopment project for use in calculating tax rates; calculates the tax increment available for each project and charges the Treasurer with apportioning the increment to be paid to each redevelopment agency.

Coordinates Board of Equalization functions including abatements and hearings. Prepares needed documents.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: laws, codes, regulations, and processes related to state and county tax functions.

Skill in: reading, writing, financial math; word processing and basic computer programs; creating spreadsheets and document composition.

Ability to: maintain cooperative working relationships with those contacted during the course of work activities; communicate effectively verbally and in writing; motivate and effectively supervise others; create and maintain files, records, and reports.

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PHYSICAL DEMANDS

Typically: sits at a desk or table.

Regularly: walks, stands, or stoops; works for sustained periods of time maintaining concentrated attention to detail.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

WORKING CONDITIONS

Work is typically performed in environmentally controlled rooms. Work occasionally exposes the incumbent to stress, contagious or infectious diseases, and/or potentially hostile situations due to interactions with the public.

EDUCATION AND EXPERIENCE

Bachelor's degree in business, public administration, economics, finance, or a closely related field and four (4) years of professional work experience performing accounting, financial analysis or other related work. Equivalent combinations of education and experience may also be considered. Preference may be given to applicants with supervisory experience.

Selected applicants may be subject to a background check.

This description lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.