



DAWSON COUNTY GOVERNMENT  
25 Justice Way, Suite 2233  
Dawsonville, GA 30534  
(706) 344-3501

## **TAX/TAG/TITLE SUPERVISOR**

TAX COMMISSIONER

Full-Time/Hourly/Non-Exempt

### **JOB SUMMARY**

This position is responsible for a range of specialized clerical and accounting duties in the operation of the County Tax Office. The work involves performing cashier duties; collecting and posting to appropriate accounts, taxes, fees and other monies paid to the County. This position also includes managing the clerk line and verifying each title before it is sent to the state.

### **ESSENTIAL DUTIES**

- Updating QuickBooks daily with daily deposits and any debits.
- Back up for account reports sent to the county, school, and state.
- Collects revenue for Automobile, Mobile Home, Real Estate, Heavy Duty Equipment, Personal Property and Timber Taxes.
- Collection of taxes for various taxing authorities
- Records and maintains adequate records of all transactions. Processes a variety of documentation associated with departmental operations.
- Prepares departmental files; sorts and organizes documents to be filed or scanned.
- Files documents in designated order; scans documents to designated folders and maintains file system of departmental records
- Communicates with Taxpayers, Attorneys, Realtors, Financial Institutions, other county departments, outside agencies and others as needed to exchange information/documentation.
- Researches and verifies information received meets State's provided guidelines. Reviews legal documents associated with request for tags and titles
- Performs data entry functions by keying data into various computer systems.
- Provides customer service functions in person, e-mail, fax and via telephone
- Calculates taxes and fees; assesses penalties when applicable
- Determines appropriate class of tags based on vehicle information
- Uses the Tax Digest to provide general information to the public by telephone, e-mail, fax or in person.
- Processes and prepares bulk tag applications from car dealers and companies
- Assist public with a solution on Real Estate, Mobile Home or Automobile problems.

- NSF processing, collection and filing
- Assist taxpayer with Insurance Compliance Requirements, Tag Registration Suspension, and documentation.
- Assist taxpayer with registration requirements for Low Speed vehicles, Odometer Discrepancies, Imported Vehicles, Functional Locations and Habitual Violator requirements.
- Assist service members in the Military with their registration requirements.
- Prepares and compiles necessary correspondence pertaining to various tax matters.
- Issuance of Automobile Tags, Handles transfer of current tags, Issues duplicate registrations, researches prestige tag request and issuance of the same.
- Issuance of Mobile Home Location Permits, Decals
- Acceptance and Processing of Address Changes.
- Maintains inventory of tags and decals, records inventory counts; reports missing tags/decals, distributes inventory & users, order inventory and manages surplus.
- Performs notarization of documents as needed.
- Responsible for collection of Ad-Valorem taxes on Automobiles, Mobile Homes, Personal Property, Heavy Duty Equipment, Timber and Real Estate property taxes.
- Daily reconciliation of cash receipts. Prepares adequate documentation for daily work.
- Collection of Delinquent taxes by phone, letter etc.
- Processes a variety of documentation associated with departmental operations.
- Research of Probate records, Clerk of Court records etc. as necessary for tax sale research and preparation.
- Research of Inheritance, Letters of Testamentary and or Court Orders for the purpose of transferring ownership of a vehicle.
- Researches location of assets for potential tax sales.
- Researches unpaid tax bills, incorrect payments, return mail and other discrepancies.
- Assist with annual preparation of Real Estate Digest.
- Prepares and complies Customer Escrow information for payment.
- Receives, opens, distributes and processes incoming mail; prepares outgoing mail.
- Sorting, stuffing and mailing of tax notices. Consolidation of notices and mailing when applicable.
- Copies and distributes correspondence, memoranda and other related materials.
- Responds to routine request for information or assistance from the public, other agencies as requested.
- Answers the telephone; provides information; takes and relays messages and/or directs calls to appropriate personnel; returns calls as necessary.
- Performs research functions as needed.
- Maintains Bankruptcy account records; enters payments received from Bankruptcy Court.

- Prepares daily reports for the Motor Vehicle Division showing the number of tags sold and fee collected.
- Reviews accuracy, completion and documentation of paperwork submitted by customers and or dealers. Makes or request corrections when appropriate.
- Substitutes for co-workers in the temporary or short-term absence of same.
- May perform duties of Deputy Voter Registrar as needed.
- Manage the clerks and help assist clerk when needed.
- Review titles sent to the state daily
- Process daily closeout for motor vehicle for the accountant to input.
- Process returned mail for motor vehicle
- Run daily remote deposits
- Contact for safety committee
- Input all motor vehicle appeal refund calculations.
- Perform monthly technical office review
- Other duties as assigned.

## **KNOWLEDGE / SKILLS / ABILITY**

### **KNOWLEDGE OF:**

- QuickBooks and basic accounting.
- record-keeping systems for taxes, tags, titles, tax digests.
- state tag and title rules and laws, motor vehicle registration guidelines, and tax fee structures.
- the Tax Digest
- Assessment Valuations
- the various taxations for Motor Vehicles
- Commercial vehicles
- Modern office management practices and procedures

### **SKILL IN:**

- organizing and prioritizing work.
- performing basic mathematical calculations.
- interpersonal relations / dealing with the public.
- collection of debts
- maintaining files and records.

- operating such office equipment as a computer, calculator, facsimile machine, copier and postage meter.
- typical office computer software; Word, Excel, Outlook, internet browser programs.
- verbal and written communication.

#### **ABILITY TO:**

- Organize and manage multiple projects and priorities.
- Work independently on assigned tasks as well as to accept direction on given assignments.

#### **COMPLEXITY**

The work consists of related bookkeeping and clerical duties.

#### **CONTACTS**

- Contacts are typically with co-workers, other county employees and departments, State Department of Revenue officials, Real Estate personnel, Attorneys, Law Enforcement officials, Automobile Dealers and Dealerships, Insurance Agents and Insurance companies, Bank and Mortgage companies, and the general public.
- Contacts are typically to give and exchange information, resolve problems, and provide services.

#### **ADA MINIMUM REQUIREMENTS**

**Scope of Performance:** The purpose of this position is to collect revenue for various taxing authorities. Successful performance helps ensure that the county properly collects revenues.

**Physical Ability:** Must be physically able to operate a variety of machinery and equipment including standard office equipment such as a telephone, computer terminal and printer, facsimile, and copier. This position requires: walking, standing, bending, stooping, pushing, pulling, lifting, fingering, grasping, feeling, seeing, talking, hearing, and repetitive motions. Must be able to use body members to work, move, or carry objects or materials; must be able to lift light and heavy objects, up to 5 pounds regularly and exert up to 20 pounds of force occasionally. Physical demand requirements are at levels of those for sedentary work.

**Environmental Factors:** The work is typically performed in an office.

#### **SUPERVISORY AND MANAGEMENT RESPONSIBILITY**

The Tax Commissioner assigns work in terms of general instructions. Completed work is spot-checked for the nature and propriety of the final results.

#### **MINIMUM QUALIFICATIONS**

- Applicant must be at least 18 years of age.
- Possess a high school diploma or GED; or any equivalent combination of education and experience which provides a sufficient level of understanding of the essential duties of the position; usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.
- Excellent verbal and written communication skills.
- Possess exceptional interpersonal communication, data entry and organizational skills.
- Skilled in operating common office equipment and knowledgeable in office procedures and administrative methods.
- Possess a valid Georgia driver license and a satisfactory Motor Vehicle Record (MVR).
- Successfully pass a background check and drug screening.

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 to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

I have read the above job description and understand the requirements.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Witness: \_\_\_\_\_