

**COLLECTOR OF REVENUE**

*The following class specification is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.*

**DEPARTMENT:** Tax**REPORTS TO:** Tax Administrator**CLASS SUMMARY**

Manages the collection of ad valorem property taxes due to New Hanover County and the five municipalities within the County and supervises staff.

**DISTINGUISHING CHARACTERISTICS**

The Collector of Revenue is a stand-alone classification that is distinguished from other classes in that it an appointed position in accordance with the North Carolina General State Statute 105-349.

**TYPICAL CLASS ESSENTIAL DUTIES**

- Supervises two or more full-time staff to include prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; and making hiring, termination, and disciplinary recommendations.
- Audits work of staff members for accuracy and compliance, including levies, foreclosures, bank reconciliations, daily collection reports, and ledgers.
- Prepares collection, room tax, State Department of Revenue, municipality, overpayment and advance payment reconciliations, and annual tax reports.
- Addresses inquiries regarding department policies and procedures to include reviewing complaints and concerns and providing information requested by County officials, auditors, attorney, and the media.
- Oversees the collection of delinquent taxes by enforcing wage garnishments, bank attachments, the seizure and sale of personal property, and the foreclosure of real estate to include signing levies, judgments, and foreclosure suits.
- Prepares and submits budget requests to include monitoring budget allocations and expenses.
- Establishes and implements policies and procedures for the department to ensure the accomplishment of department goals and objectives.
- Develops, tests, approves, and implements new computer programs for specialized department reports.
- Performs other duties of a similar nature or level.
- Performs work during emergency/disaster situations.

**POSITION SPECIFIC DUTIES**

Does not apply.

**KNOWLEDGE AND SKILLS**

Knowledge of:

- Applicable federal, state, and local statutes;
- Mass and standard appraisal process;
- Basic computer concepts;
- Accounting principles;
- General business practices;
- Financial principles;
- Property tax administration concepts;
- Collection procedures;
- Auditing principles;
- Residential property in the county, economic factors and trends.

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Skill in:

- Planning, coordinating, and supervising work of others;
- Interpreting and applying the applicable statutes in resolving problems;
- Using a computer and all applicable software.
- Negotiating;
- Preparing appropriate legal documents;
- Using basic office equipment;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

### **TRAINING AND EXPERIENCE**

Associate's Degree in Business or Accounting and five years of supervisory experience in a related collections field; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

### **LICENSING/CERTIFICATION**

- Must be bondable.
- Must be able to obtain certification as a Collector, from the NC Department of Revenue, within 1 year of employment.

### **PHYSICAL REQUIREMENTS/WORKING CONDITIONS**

Typically requires standing, walking, fingering, talking, hearing, seeing and repetitive motions.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

May be subjected to travel.

### **GENERAL INFORMATION**

FLSA Status: Exempt

Class Spec Established/Revised: E10/99; R0107