

FRANKLIN COUNTY

An Equal Opportunity Employer

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POSITION DESCRIPTION

Employee Name:	Position Title: Delinquent Tax Coordinator
Dept./Div.: Treasurer's Office (Delinquent Tax Division)	Employment Status: Full-time
Reports to: Delinquent Tax Supervisor	FLSA Status:
Normal Hours: Monday-Friday 8:00 a.m.-5:00 p.m.	EEO Status: f – Administrative Support
Civil Service Status: Unclassified	

GENERAL DESCRIPTION:

Responsible for assisting taxpayers with delinquent tax problems, assisting in the collection of delinquent taxes, and performing duties as required. Additional duties include organizing and analyzing delinquent tax data.

QUALIFICATIONS:

Completion of secondary education (high school diploma/GED); or any combination of training, education, or experience which provides the desired knowledge, skills, and abilities to perform the essential functions of this position.

LICENSURE OR CERTIFICATION REQUIREMENTS:

None.

EQUIPMENT OPERATED: The following are examples only and are not intended to be all inclusive:

Personal computer and applicable applications, and other modern office equipment.

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:

The employee is exposed to chemicals commonly found in an office environment (e.g., toner, correction fluid, etc.); may be exposed to irate or emotionally distraught individuals; works in conditions requiring long periods of sitting and computer work that may cause problems and/or irritate back, neck, and wrists; exerts up to 10 pounds of force occasionally, and/or a negligible amount of force frequently while lifting, carrying, pushing, or pulling objects.

Note: In accordance with the U.S. Department of Labor physical demands strength ratings, this is considered sedentary work.

JOB DESCRIPTION AND WORKER CHARACTERISTICS:

JOB DUTIES in order of importance

ESSENTIAL FUNCTIONS OF THE POSITION: For purposes of 42 USC 12101:

- 60% (1) Professionally assists property owners in a timely manner with their delinquent tax questions received by telephone, email, faxed documents, or in person; negotiates, creates, and maintains delinquent tax contracts and provides information for property owners with delinquent taxes; researches and provides reporting on delinquent tax accounts.
- 30% (2) Assists the division supervisors and tax lien team with special projects and routine office functions; organizes and analyzes delinquent tax data for special projects.

Developed by:

Date Adopted:

Clemans, Nelson & Associates, Inc.

Date Revised:

Dublin, OH 43017

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- 5% (3) Cross trains in other areas of the office and may serve as back-up to other positions throughout the delinquent tax division as necessary.
- (4) Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.
- (5) Demonstrates regular and predictable attendance.

OTHER DUTIES AND RESPONSIBILITIES:

- (6) Occasional need to work outside normal hours during peak collection periods; occasional need to flex hours as needed by the Division or Management.
- 5% (7) Performs other job related duties as required.

MINIMUM ACCEPTABLE CHARACTERISTICS: (*Indicates developed after employment)

Knowledge of: modern computer skills and computer applications, including but not limited to Microsoft Office; accounting; bookkeeping; budgeting; auditing; filing policies and procedures; government structure and process; geographic layout of jurisdiction;* department goals and objectives;* department policies and procedures;* public relations; office practices and procedures.

Skill in: computer and modern office equipment operation; operation of a motor vehicle; time management; tactfully handle irate clients and all parties making contact with office.

Ability to: interpret a variety of instructions in written, oral, picture, or schedule form; calculate fractions, decimals, and percentages; compile statistical data; read, copy, and record figures accurately; deal with problems involving variables within familiar context; read, comprehend, and interpret various laws and regulations; prepare accurate documentation, including well-written reports and routine correspondence; communicate effectively via telephone and face-to-face with public and with all levels of County and outside agency personnel; respond to routine and sensitive inquiries from public and/or officials; work independently and under stressful conditions; understand a variety of written and/or verbal communications; gather, collate, and classify information; develop and maintain effective working relationships; travel to and gain access to work site; prepare and deliver information to specialized audiences and general public.

SALARY:

Starting salary for this position is \$14.39 per hour.

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Benefits:

The Franklin County Treasurer's Office offers an excellent benefits package that includes: health, prescription, vision, dental, and life insurance; generous vacation, sick and personal leave; paid holidays; a deferred compensation program; tuition reimbursement; credit union membership and direct deposit of net pay.

Treasurer employees are members of the Ohio Public Employees Retirement System (OPERS), which provides retirement, disability and survivor benefits for public employees.

Application Process:

All applicants must submit a resume, and a cover letter that describes with some specificity how the applicants qualifications match those required for the position. **External applicants must submit an application for employment in addition to their resume and cover letter.** Applications are available at <http://treasurer.franklincountyohio.gov/employment/> or by calling (614) 525-3438.

The Treasurer may decline to consider any applicant who does not submit all required items or whose materials are not submitted by the deadline.

To ensure consideration all application materials should be submitted by **5:00 p.m. Monday, March 21, 2016. Additional documents may be forwarded to:**

Phyllis Roberts
Director of Human Resources
Franklin County Treasurer's Office
373 South High Street, 17th Floor
Columbus, Ohio 43215

Receipt of applications will be acknowledged by email, and only those applicants invited for an interview will be contacted by telephone. Applicants should not call or contact the Director of Human Resources or any Treasurer employee concerning their application.

As a part of the selection process, a candidate may be required to undergo skills tests that could include writing and other exercises to test the candidates writing ability and understanding of the Treasurer's office and other subjects. Candidates who indicate knowledge of a second language or American Sign Language will be required to demonstrate those skills. The successful applicant may be required to undergo a criminal record check and background investigation.

The Treasurer is an Equal Opportunity Employer and does not discriminate on the basis of age, gender, religion, race, color, national origin, ancestry, sexual orientation or disability.

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This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. My (employee) signature below signifies that I have reviewed and understand the contents of the position description.

(Signature of Appointing Authority)

(Date)

(Signature of Employee)

(Date)

Date Adopted:
Date Revised:

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Clemans, Nelson & Associates, Inc.
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