



JOB POSTING

DEPUTY COLLECTOR TANEY COUNTY COLLECTOR

Applications accepted until the position filled

JOB SUMMARY:

Under the direction of the Collector, the deputy will work in a customer service environment answering questions / taking payments by phone & in person, as well as handling a myriad of other tasks. Individuals must be well versed in general office duties.

RESPONSIBILITIES AND DUTIES

- Assist taxpayers in person and by phone with payments and tax bill questions
- Perform general clerical duties - Operate a computer, fax / scanner, as well as adding, folding/insert & postage machines
- Manage & balance individual cash drawers (handling cash, processing credit card payments, checks, money orders, etc.)
- Process mailed payments, quarterly payments and handle payment errors and returns
- Run errands (post office & bank for change)
- Correspond by phone and email with other offices, businesses, banks, etc...
- Manage mass mailings
- Input, process and maintain county merchant and liquor license accounts
- Property ownership and address changes
- Maintain records and spreadsheets for a myriad of subjects
- Balance bank statements monthly
- Transmit checks electronically to the bank through a Jaguar scanner
- Code tax bills for banks, mortgage companies and taxing services
- Research parcel ownership/lien-holders, process certified mailing, & maintain daily reports for the annual Tax Sale
- Figure, abstract and type tax sale redemptions
- Assess appropriate documents for collector's deed applicants
- Type Collector's Deeds for recording
- Maintain information and payments for individuals in bankruptcy
- Balance daily work and do monthly balancing for settlement distributions
- Process purchase orders
- Work well with Microsoft Word and Microsoft Excel
- Manage lifting & carrying 50+ pounds (handling large items to & from an on-site storage facility)

BENEFITS

Employer paid health, dental, & group life insurance & retirement plan for the employee (subject to appropriate waiting periods). Employee paid health insurance available for dependents. Holiday pay and vacation/personal time are also available.

QUALIFICATIONS AND SKILLS

- High School Diploma or GED preferred
- Previous customer service experience (Preferred banking or credit union experience)
- Possess and maintain a valid Driver's License

SALARY: \$ 13.00 per hour

STATUS: Full Time, 40 hours per week; Monday - Friday

Taney County is a substance free, Equal Employment Opportunity Employer (EEOE).

Contact Human Resources at (417)546-7237 for information.

Applications can be obtained at the Human Resources Department or online at www.taneycounty.org.