

CHIEF TAX DEPUTY (Sheriff's Tax Office)

Grade: 12

Unit: Sheriff's Office

Job Summary:

Under the direction of the Sheriff, the chief tax deputy supervises the operations of the sheriff's tax office; prepares reports; maintains county accounts; distributes tax funds; assists in delinquent tax procedures; and performs various clerical duties. Work is performed with moderate latitude for the exercise of independent judgment and action. Employee must practice attention to detail. Work entails frequent contact with the public.

Examples of Work:

1. Supervise the work of other employees;
2. Establish and manage county funds;
3. Prepare and supervise the mailing of annual tax statements;
4. Prepare delinquent real and personal property tax list; advertise delinquent tax list; and conduct the sheriff's land sale;
5. Invest surplus county funds;
6. Open county bank accounts;
7. Issue checks authorized by county commission and as directed by the courts;
8. Perform other duties as required.

Qualifications:

Education, Certification and Experience: High school diploma or equivalent with special courses in accounting and business; must be bonded for handling money; one to three years of experience in an office setting requiring financial duties and office management.

Knowledge, Skills and Abilities: Knowledge of the WV Code, county regulations, WV Department of Tax and Revenue procedures, general operations of the assessor's and county clerk's offices, WV Department of Motor Vehicles regulations; must possess good oral and written communication skills, good math, supervisory and organizational skills; must be able to work with the public.

Other Characteristics: Works additional hours if needed to meet deadlines

Work Environment:

Works in office conditions; occasional travel required to attend training seminars.