

Title: Chief Tax Deputy

Department: Sheriff's Tax Office

Supervisor: Sheriff of Upshur County

Job Summary: This position is responsible for managing the day-to-day operations of the Sheriff's Tax Office.

DUTIES:

- Responds to inquiries from the general public, attorneys, law enforcement, mortgage lenders, and other governmental entities.
- Supervises tax office staff. Plans, schedules, and assigns work; prepares and submits departmental timesheets; establishes and maintains personnel files for all divisions of Sheriff's Office. Writes job descriptions; schedules/conducts interviews; assigns access codes; provides training; implements plans of discipline; schedules continuing education classes for tax office staff.
- Management of all bank accounts and credit card collections to ensure compliance with WV State Code and other regulatory compliance.
- Maintain all records related to the income and disbursement of funds in accordance with WV State Code. Prepares/supervises the preparation of all month, bi-monthly and annual report as required by law; Set up funds according to county commission orders, WV State Code and WV State Auditor's Office (GASB) regulations. Assign line items numbers and maintain all chart of account information for the accounting system; provide assistance to various outside agencies by providing requested financial reports and other items as needed.
- Prepares the annual departmental operating budgets for all divisions of the Sheriff's Department; tax, law enforcement, service of process, home confinement, project lifesaver; monitors and controls expenditures of tax department within approved budget; ensures expenditures are made in strict compliance with county/state purchasing policies.
- Administers all aspect of the tax collections processes establishing office policies and procedures to ensure compliance with WV State Code and WV State Auditor's Office Regulations.
- Co-manage the concealed weapons program with the Sheriff to ensure compliance with applicable regulations.
- Management of the Department of Motor Vehicles license renewal program.
- Oversight of the Jury/Witness reimbursement process.
- Administration/supervision of the administration of conservatorships. Make applications for benefits for clients; correspondence with Social Security, Medicare, Medicaid, DHHR, nursing homes, assisted living facilities, hospitals, funeral homes rehabilitation facilities, etc. Set up monthly budgets, arrange payment plans, pay bills, procure insurance policies, preparation of all required reporting. Attend meetings with care facilities, psychologist, dieticians, nurses, social service agency representative and other various care agencies. Prepare court document templates
- Administration/supervision of administration of estates. Locate, seize and secure assets; prepare and file appraisements, wills, etc.; locate heirs; correspondence with heirs, creditors, banking institutions, source of income, postal service, etc. Contract with attorneys, accountants, auctioneers, real estate agents, surveyors, and other personnel as needed for disposal of assets and settlement of estate matters. Prepare court document templates.
- Maintenance of all computer systems.
- Orders various forms, supplies, and equipment needed for the general operation of the office; maintains the inventory and capital equipment for the department.
- All other duties as assigned by the sheriff.