



# LARAMIE COUNTY

## JOB DESCRIPTION

**TITLE:** Property Tax Supervisor

**FLSA:** Non-Exempt

**DEPARTMENT:** Treasurer

**REVISED:**

**Summary:** Under general supervision, supervises, plans and coordinates the activities and operations of the Property Tax Department.

**Essential Job Functions:** *(Essential function, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class.)*

- Oversees and coordinates the activities of the Property Tax Department; ensures efficient service to the public in relation to all aspects of property tax collection.
- Trains, monitors, and evaluates property tax personnel; ensures staff compliance with applicable laws, regulations and procedures; coordinates with trainer in relation to staff training requirements.
- Serves as an information source; assists taxpayers with unique problems; provides general information on departmental, County, State and Federal policy and procedure; identifies and refers inquiries to appropriate personnel.
- Supervises and coordinates daily work plan for Property Tax Department; monitors work flow for accuracy, completeness and validity of work performed; plans, prepares and revises work schedules and duty assignments according to customer requirements; problems and anticipated work loads; provides assistance and technical support to staff as required.
- Maintains payroll timesheets and approves employee leave requests.
- Serves as the initial point of contact in relation to customer complaints and inquiries including payments made in error by tax payers or mortgage companies, and title company errors.
- Interprets and administers applicable state statutes in relation to local and state assessed property tax collections.
- Evaluates departmental policies and procedures; identifies opportunities for improving service delivery methods and procedures; creates and updates departmental forms and letters.
- Liaises with and assists programmers in developing and modifying computer software; coordinates the implementation of software improvements.
- Plans and coordinates the annual tax sale agenda, assigns duties to assisting staff, coordinates the tax pre-registration process, prints tax sale worksheets and certificates of purchase, edits the sales list, and processes payments.
- Records and maintains supplements and reductions; provides copies of new or adjusted billing to property owner/mortgage company.
- Orders and maintains office supplies and small equipment; regarding property tax billing and collection; coordinates with office supply vendors.
- Serves as Notary.
- Performs other duties as assigned or required.



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### **Knowledge and Skills:**

- Knowledge of property tax services and activities.
- Knowledge of tax laws, rules and standards in relation to property tax collection.
- Knowledge of county tax liens, lien payoffs and land redemptions.
- Knowledge of application processes in relation to mobile home movement.
- Knowledge of annual tax sales, tax rolls, and assessments.
- Knowledge of supervisory principles, practices, and methods.
  
- Skill in coordinating all aspects of property tax services and activities.
- Skill in acting as an information source and assisting tax payers with unique problems.
- Skill in responding to and resolving customer complaints.
- Skill in planning and coordinating annual tax sale activities.
- Skill in identifying and improving service delivery methods.
- Skill in effectively supervising and delegating tasks and authority.

### **Minimum Qualifications:**

High School Diploma or equivalent; and four (4) years property tax experience, or equivalent combination of education, training and experience. Must be bondable. Must have a valid driver's license.