



LARAMIE COUNTY

JOB DESCRIPTION

TITLE: Senior Property Tax Specialist

FLSA: Non-Exempt

DEPARTMENT: Treasurer

REVISED:

Summary: Under direct supervision, performs various property tax functions including processing ad valorem tax payments, jury payments, mobile machinery payments, and other applicable payments made to Laramie County; provides direction to lower level staff and schedules task assignments as required.

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.)*

- Processes and records ad valorem tax payments, jury payments, mobile machinery payments, and mobile home movement applications; identifies and records all County revenues.
- Performs cash handling activities including processing cash, check and credit card payments.
- Serves as an information source on various aspects of taxation; provides property tax assistance to the public in person or by telephone; identifies and redirects calls to the appropriate department or office.
- Provides assistance with the preparation of the annual tax sale; assists with sale activities including registering patrons for the tax sale and collecting money for taxes sold.
- Processes land redemptions; reviews and authorizes tax lien payments; researches and notifies taxpayers regarding unpaid taxes.
- Assists with coordinating the work flow of departmental staff; serves as supervisor in the absence of the Property Tax Supervisor.
- Trains/cross trains assigned personnel in property tax duties and responsibilities.
- Provides assistance to the Treasurer in personal property distraint sales including researching, investigating, documenting and attending distraint sales; accepts and processes payment plans for delinquent personal property taxes.
- 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.

- Skill in performing property tax functions and activities.
- Skill in acting as an information source to the public regarding property tax questions.
- Skill in providing assistance with the planning and implementation of annual tax sales.
- Skill in researching and notifying tax payers regarding unpaid taxes.
- Skill in assisting with the work flow/training of departmental staff.

Minimum Qualifications:

High School Diploma or equivalent; and two (2) years property tax experience; or equivalent combination of education, training and experience. Must be bondable.