

Texas City Independent School District
P.O. Box 1150 Texas City, Texas 77592

Human Resources
(409) 916-0107

Tax Assessor Collector
Job Description

Reports to: Assistant Superintendent of Business and Operations

Term: 226 Days

Status: Exempt

Primary Purpose:

Serve as chief administrator of the tax office. Carry out the legal duties assigned to the assessment and collection of taxes for the school district. Assist the Director of Finance and Assistant Superintendent of Business in the administration of the district's property tax business. Perform general bookkeeping and maintain district tax records.

Qualifications:

Education/Certification

High school diploma or GED

Certified by and in good standing with the Texas Department of Licensing and Regulation

Acquire Registered Texas Assessor/Collector (RTA) Certificate/License

Such alternatives to the above qualifications as the Board may find appropriate and acceptable

Special Knowledge/Skills

Knowledge of the property tax system and calendar

Knowledge of accounting principles and practices

Ability to use calculator (10-key by touch)

Ability to use personal computer and software to develop spreadsheets and do word processing

Proficient skills in typing, keyboarding, and file maintenance

Ability to work with numbers in an accurate and rapid manner to meet established deadlines

Experience

One-year property tax related experience

Major Responsibilities and Duties:

Tax

1. Establish and administer a program for collection of current and delinquent property taxes.
2. Perform school property tax assessment procedures in a timely manner in accordance with the Texas Property Tax Code. Calculate the effective tax rate and rollback tax rate and submit rates to school board.
3. Calculate the tax on each property by applying the adopted rates to the appraised value.
4. Prepare and mail a tax bill to each person, or authorized agent, in whose name the property is listed on the tax roll.
5. Prepare a current and cumulative delinquent tax roll each year and deliver proper notices.

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6. At the request of any person, issue a certificate showing the amount of delinquent taxes, penalties, and interest due to the district on a property according to the district's current tax records.
7. At the request of a property owner, or his or her agent, issue a receipt showing the amount of taxes imposed by the district in the year(s) for which information is requested and the amount of taxes paid.
8. Act as the District's liaison to the Galveston Central Appraisal District, by monitoring activities of the central appraisal district and work with representatives on appraisal of properties in the district.
9. Calculate and publish all Truth in Taxation information in accordance with the Property Tax Code, Education Code and Texas State Comptroller Property Tax Division.
10. Act as liaison to and provide information to the delinquent tax attorney to assist in collection of current and delinquent taxes.
11. Resolve taxpayer problems and complaints in accordance with the Texas Property Tax Code.
12. Work with bank officials to make inquiries and resolve discrepancies in tax office depository account and escrow account records.
13. Refund overpayments, erroneous payments or duplicate payments of taxes as provided by law and inform School Board of Trustee according to the Property Tax Code.
14. Ensure property taxation is fair and uniform and apply all laws, rules, methods and procedures in a uniform manner to all taxpayers.
15. Act as District liaison to the Inter-local Property in Trust committee (PIT).
16. Give bond to board of trustees conditioned on the faithful performance of duties.
17. Reapply returned items according to policy and inform taxpayer of item returned.
18. Act a liason with the 3rd party company that processes all credit card, debit card and echeck transaction to ensure correct posting of payments.
19. Load and balance all information received from the county appraisal district including certified tax roll supplementals to the tax roll and name/address changes.

Records

20. Provide for safekeeping, accounting and timely deposit of tax receipts to the district's depository.

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21. Prepare and submit all property tax-related reports to the Board of Trustees, District Administration, the Texas Education Agency and the State Comptroller as required by law.

22. Retain property tax records in accordance with the law.

Other

23. Act as Election Official for the School District elections in accordance with the Texas Election Code and applicable Federal law.

24. Adhere to rules and regulations outlined by the board of trustees, in areas of assignment and help execute policies involving these directives.

25. Maintain a positive and effective relationship with the superintendent and board of trustees.

26. Work with the community, organizations, and governing bodies to provide information about property taxation in the district.

27. Use professional information discreetly and judiciously

28. Support administrative policies

29. Maintain a sincere, friendly attitude toward patrons to insure communication.

30. Perform other duties as needed and assigned.

31. Maintain supplies and other items in the Tax Office Budget.

Personnel Management:

32. Develop training options and improvement plans for department staff to ensure the department's effective operation.

33. Evaluate job performance of department staff to ensure effectiveness.

34. Assist in the recruitment, selection and training of personnel and make sound recommendations relative to personnel placement, transfer, retention and dismissal.

Supervisory Responsibilities:

35. Supervise and evaluate the performance of tax office staff.

Equipment Used:

Personal computer, typewriter, printer, calculator, copier, telephone, scanner and fax machine.

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Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

Maintain emotional control under stress.

Frequent district-wide and state-wide travel; occasional prolonged and irregular hours.

Repetitive hand motions; prolonged use of computer; standing for prolonged period of time; disruptive people.

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The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved by

_____ Date _____

Reviewed

by _____ Date _____