



Employment Opportunity

Collections Office Supervisor
Department of the Comptroller
\$27.65 hourly salary (Grade C14)

40 hour exempt position with full benefit package

Apply By: Tuesday, May 8, 2018 @ 5:00 p.m.

GENERAL RESPONSIBILITIES: Supervises and coordinates activities of office responsible for billing and collecting Government tax revenues and keeping records of funds received.

ESSENTIAL TASKS: include the following

1. Perform supervisory responsibilities in accordance with the current Carroll County Personnel Ordinance, County policies and applicable laws
2. Perform cashiering and other clerical duties to cover office as needed
3. Search records to assist employees in locating and reconciling errors
4. Withdraw operating funds and allocate operating funds to cashiering stations
5. Supervise the totals and summaries of funds received and preparation of bank deposits
6. Handle delinquent taxes and assist Collector with tax sale
7. Coordinate preparation of tax billings and reconciling tax levy with State Dept. of Assessments & Taxation
8. Oversee the transfer of deeds to ensure accuracy, collect recordation tax and verify all liens to County, State, or towns have been collected
9. Coordinate the collection of bad checks, delinquent accounts, and bankruptcies with the County Attorney's Office, including testifying in Court proceedings.
10. Determine work procedures, internal controls, work schedules, and expedite workflow
11. Examine work for exactness, neatness, and conformance to policies and procedures
12. Study and standardize procedures to improve efficiency of office
13. Address errors and complaints
14. Perform related duties as to specific assignments
15. Any employee may be identified as Essential Personnel during emergency situations
16. Provide service to customers by answering questions, providing information, making referrals, and assuring appropriate follow-through and/or resolution
17. Communicate with managers, supervisors, co-workers, citizens, and others, maintains confidentiality; and represents the County

EDUCATION AND EXPERIENCE:

1. Bachelor's degree in Business, Accounting, Finance or related field
2. Six years progressive experience in Government tax office, banking, accounts receivable, title service; including three years supervisory experience

A comparable amount of training and experience may be substituted for the minimum qualifications.

A Carroll County Government job application is required for this position

Apply on-line: cggovernment.carr.org

Call the Carroll County Job Hotline at (410) 386-2020 to request an employment application or call (410) 386-2129 for employment inquiries

Posted: 04/5/18
(18-86)

Carroll County is an equal opportunity employer