

PERSONAL PROPERTY FIELD DEPUTY

Class Code: 139

Range: E/20

Definition: Under direction, to collect delinquent personal property taxes; to file bankruptcy claims to recover delinquent taxes; and execute summary seizures of personal property as required.

Distinguishing Features: This is a journey level classification. Incumbents perform a full range of journey level tasks and work within a framework of established procedures. This class is responsible for enforcing applicable regulations in a civilian capacity and with limited peace officer authority in the area of taxation law. This job class requires technical knowledge and skills as well as the ability to assess a variety of situations, make decisions within established parameters, and implement effective response. At this level, incumbents work with only occasional instruction or assistance. Work is normally reviewed only upon completion and for overall results.

Examples Of Essential Position Duties:

The following duties represent the principal job duties, however, they are not all-inclusive. Other duties may be required and assigned.

- C Research and obtain data related to delinquent personal property taxes.
- C Make notification to individuals and/or trustees concerning delinquent taxes and proposed actions.
- C Contact delinquent taxpayers by mail, telephone and in person; inform taxpayers of pending tax foreclosures; expedite payments.
- C Locate, attach, seize and sell personal property belonging to delinquent taxpayers to recover taxes owed.
- C Prepare and file bankruptcy claims in court; monitor proceedings; file personal property liens in the County Clerk's office.
- C May represent county at legal hearings related to bankruptcy filings.
- C Negotiate terms of agreements for payment of taxes.
- C Issue tax warrants on delinquent personal property.
- C Establish and maintain files and records of actions taken to recover personal property taxes.
- C Research and respond to public inquiries concerning property taxes and collection procedures.
- C Confirm accuracy of legal descriptions of trust deed properties sold in foreclosure for taxes; ensure that delinquent taxes are recovered.
- C May review liquor license renewal applications for delinquent personal property taxes.
- C Participate in interviewing and making recommendations for hiring employees.
- C Issue new dog licenses and renewals. Post and maintain master dog license file.

Auxiliary Duties:

The following duties represent duties that are generally performed by this position, but are not considered the principal job duties.

- C Answer telephones.
- C Conduct field inspections and gather data for evaluation by a personal property appraiser.
- C Perform related duties as assigned.

Qualifications:

Minimum Qualifications: A combination of education and experience equivalent to completion of the twelfth grade. Two years of related college coursework. Three years of work related experience.

Knowledge, Skills, and Abilities: Requires knowledge of bankruptcy proceedings; real property legal descriptions and mapping. Ability to make accurate mathematical computations to calculate interest owed on delinquent accounts; determine the amount of monthly payments necessary to amortize delinquent taxes; negotiate effective payment agreements; prioritize work to meet established deadlines; prepare and maintain accurate records and reports; review work for errors and make necessary corrections; operate a variety of office equipment including calculator, computer; make oral presentations and testify in public hearings related to bankruptcy proceedings; remain current on tax law changes and requirements; work independently with constant interruptions and under sometimes adversarial conditions; and maintain cooperative working relationships with those contacted in the course of work; and explain policies and procedures as required.

Special Requirements: *Performance of the essential duties of this position includes the following physical demands and/or working conditions:*

Requires the ability to perform on-site field appraisals including exertion of a moderate amount of physical effort; requires sufficient hand-eye coordination to perform semi-skilled repetitive movements, such as filing, use of calculators or other office equipment or supplies; requires the ability to operate a motor vehicle.

License or Certificate: Possess a valid, appropriate Oregon driver's license and a good driving record.