



# FLATHEAD COUNTY, MONTANA

## Position Vacancy Announcement

POSITION: Tax Agent DATE OPENED: 07/30/2018

DEPARTMENT: Sheriff's Office CLOSING DATE: 08/12/2018

If you have any questions about this position vacancy, call: (406) 758 - 5592

NUMBER OF POSITIONS OPEN: 1

BARGAINING UNIT: AFSCME - Non-Sworn

FULL TIME  
 PART TIME  
 REGULAR  
(YEAR ROUND POSITION)  
 SEASONAL  
 TEMPORARY

IF APPLICABLE:  
TRAINING WAGE: \$ \_\_\_\_\_ per \_\_\_\_\_  
STARTING WAGE: \$ 18.44 per Hour  
SALARY AT:  
1 YEAR STEP: \$ 17.38 per Hour  
3 YEAR STEP: \$ 18.34 per Hour  
5 YEAR STEP: \$ 18.65 per Hour

VISIT [https://flathead.mt.gov/human\\_resources/downloads.php](https://flathead.mt.gov/human_resources/downloads.php) FOR BENEFIT INFORMATION.

SEE ATTACHED JOB DESCRIPTION. Additional information:

APPLY FOR THIS POSITION AT FLATHEAD COUNTY'S WEBSITE:  
[https://flathead.mt.gov/human\\_resources/apply/](https://flathead.mt.gov/human_resources/apply/)

ALL COMPLETED APPLICATIONS MUST BE SUBMITTED ELECTRONICALLY THROUGH FLATHEAD COUNTY'S WEBSITE BY 5:00 PM ON THE CLOSING DATE. Paper, faxed or email applications will not be accepted.

Flathead County's pre-employment process includes reference checks and criminal history checks. A record of criminal conviction will not necessarily bar you from employment. Depending on the position, the pre-employment process may also include skill testing and drug/alcohol testing.

FLATHEAD COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

*The County is an equal opportunity employer. The County shall, upon request, provide reasonable accommodations to otherwise qualified individuals with disabilities.*

*This job description is intended to reflect core areas of responsibility and an incumbent employees' knowledge and skill set needed to complete those functions. This document is not intended to catalog each individual duty; employees are routinely called upon to address emerging employer requirements in alignment with individual work units and assignments of jobs. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer change.*

<b>Job Title:</b> Tax Agent	<b>Job Code:</b> 14020
<b>Department:</b> Sheriff's Office	<b>Pay Grade:</b> Sheriff 4
<b>Reports to:</b> Undersheriff	<b>FLSA Status:</b> <input checked="" type="checkbox"/> Non-Exempt <input type="checkbox"/> Exempt

**Work Unit Overview:** The Sheriff's Office performs law enforcement and crime prevention work including preserving the peace, patrolling assigned areas, serving warrants and making arrests, and assisting in preliminary investigations. In addition, the Sheriff's Office performs tasks related to service of civil complaints and collection of delinquent personal property taxes. The mission of the Sheriff's Office is to maintain and improve the quality of life within the community by working with all people to preserve life, maintain human rights, protect property and promote individual responsibility, and community commitment.

**Job Summary:** The Tax Agent is responsible for collecting delinquent personal property taxes in Flathead County at the direction of the Sheriff and in accordance with Montana Code Annotated. The tax agent works directly with the County Treasurer in all matters relating to the collection of delinquent property taxes. The agent works with the Department of Revenue to keep track of and update the ownership and location of personal property.

**Essential Functions (Major Duties or Responsibilities):** *These duties are the essential functions and are not all-inclusive of all duties that the incumbent performs.*

- Resolve and collect unpaid tax debts from individuals and businesses.
- Request the issuance of subpoenas, liens, and seizures of property on default accounts.
- Research the status of claims, liens, mortgages, and property owners.
- Contact delinquent taxpayers by phone, correspondence, and in person when necessary, including collecting funds and posting property for sale.
- Request and follow through with the garnishment of wages.
- Attach bank accounts for payment of taxes.

- Advise property owners how to proceed with Sheriff Sales for abandoned mobile homes.
- Mail correspondence in the manner required by law.
- Assist delinquent taxpayers in setting up the debt repayment plans.
- Advise taxpayers how they may get property tax assistance.
- Maintain detailed reports of all contacts.
- Resolve taxpayer complaints.
- Knowledge of pertinent MCA codes.

#### **Non-Essential Functions**

- Perform other duties as assigned.

**Physical Demands and Working Conditions:** *The demands and conditions described here are representative of those the employee must meet to perform the essential functions of the job.*

- Intermittent periods of standing, sitting, and walking.
- Required to reach with hands or arms, stoop, kneel, crouch, and some occasional light lifting in the file storage area (occasionally up to 25 pounds) for research purposes.
- Working on a computer and communicating with others.
- Subject to frequent interruptions and a low to moderate noise level.
- Work in an office environment with interaction with the public and other agencies' personnel.
- Occasionally exposed to criminals and the danger associated with violent offenders.

**Supervision Exercised:** This position does not regularly support other County staff.

#### **Knowledge, Skills, and Abilities:**

The job requires knowledge of records management, Montana Codes Annotated, research methods and procedures, CJIN and NCIC databases, Criminal Justice Information System, office management systems, business English, mathematics, personal computers and word processing, filing procedures, and basic bookkeeping and accounting procedures.

The job requires skill in operating common office equipment (e.g., copiers, printers, multi-line telephone, etc.), mathematics, reading comprehension, writing, typing a minimum of 35 words per minute, critical thinking, and time management.

The job requires the ability to maintain confidential and accurate records effectively according to established procedures, maintain strict confidentiality of information, manage stress, multitask, and communicate effectively verbally and in writing.

#### **Education and Experience:**

The job requires education and experience equivalent to a high school diploma or GED with courses in typing, general office procedures and one (1) year of responsible office/clerical experience. Equivalencies include any combination of education and experience which satisfies the required knowledge, skills and abilities.

Action	Date	Reference
Adopted	7/21/2014	Commissioners' Minutes