

HIDALGO COUNTY TAX OFFICE  
COLLECTING DEPT

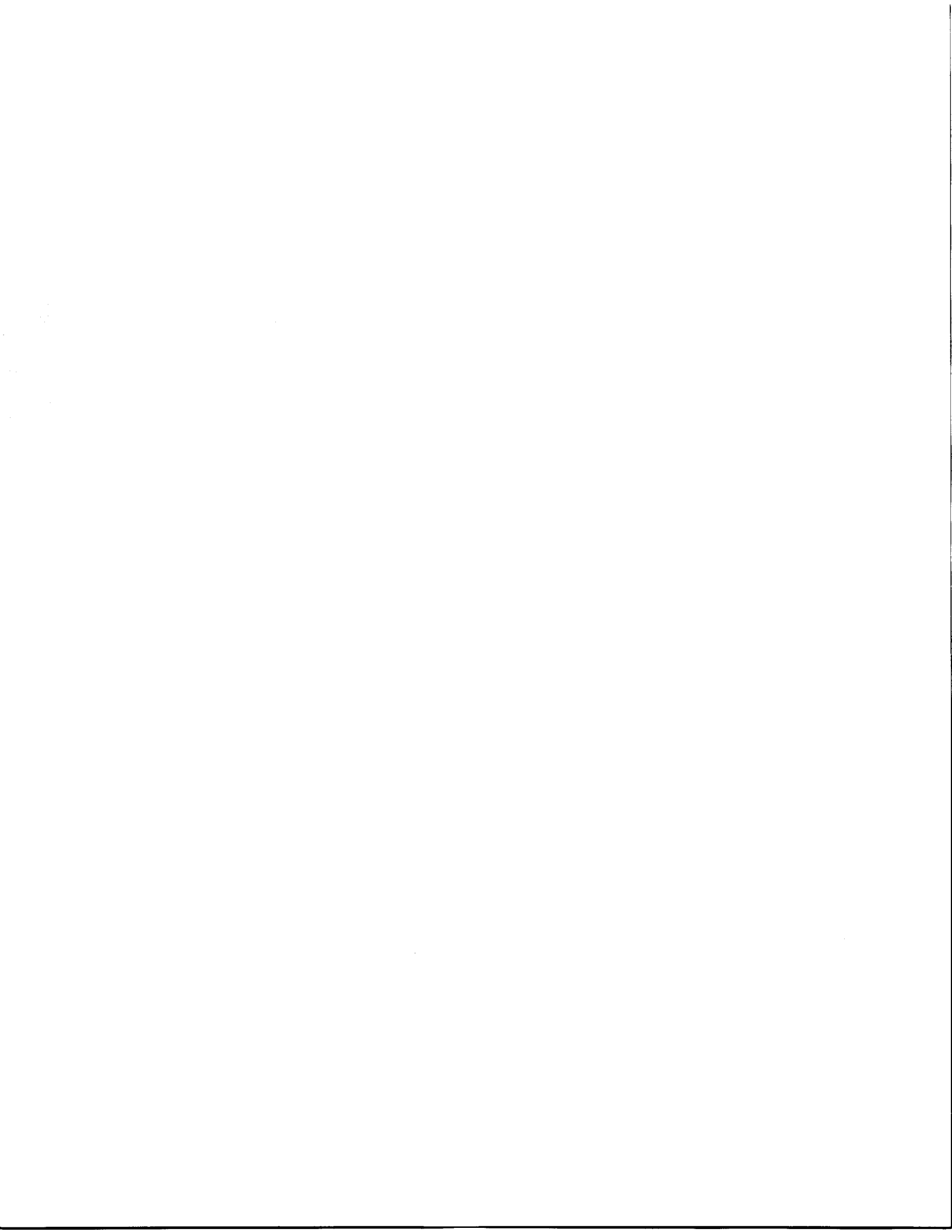
JOB TITLE: **ASSISTANT SUPERVISOR**

SUMMARY:

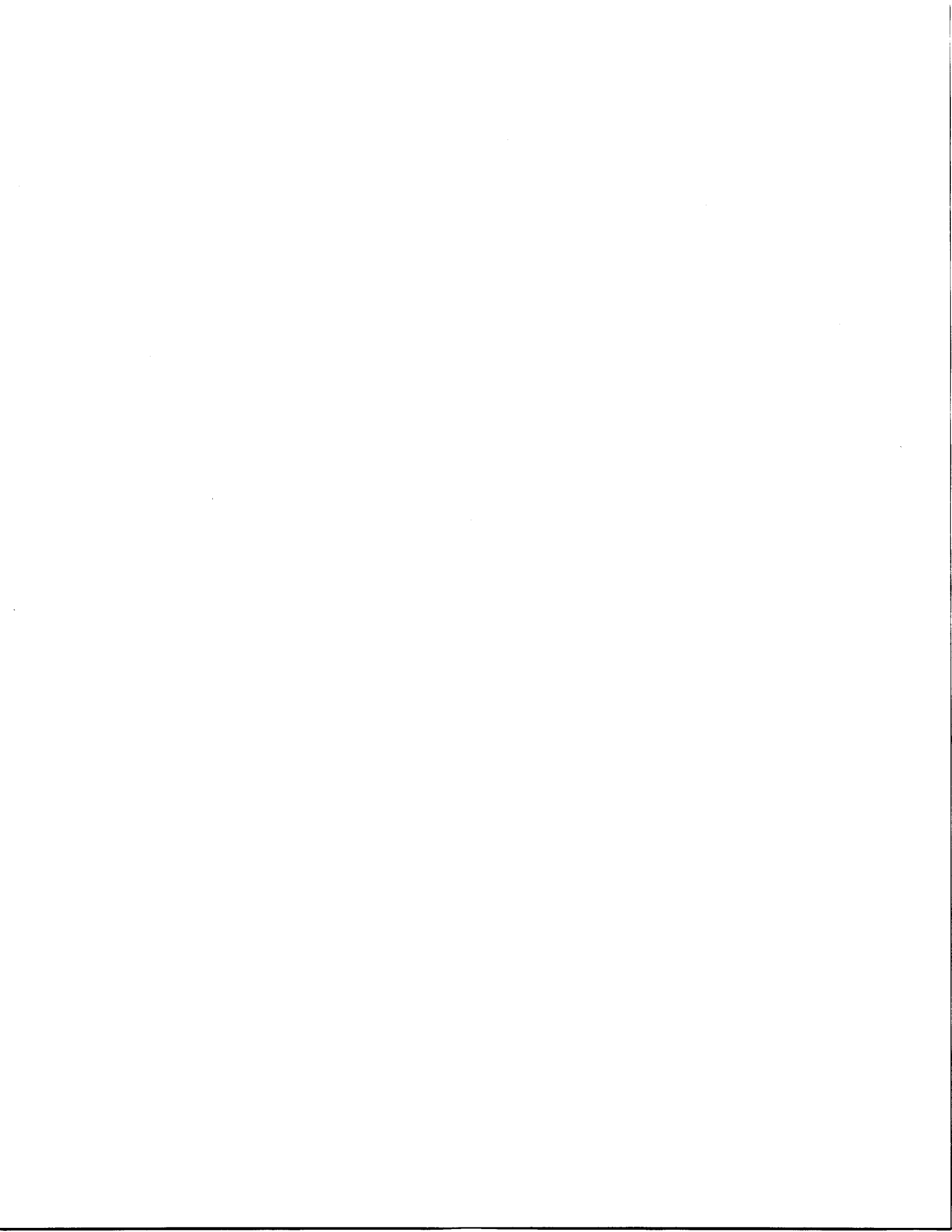
Performs a variety of procedures for which guidelines exist and may require judgement and specialized subject knowledge.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Maintain Sub-station open to the public Monday through Friday between the hours of 8:00 a.m. and 5:00 p.m.
- Supervise Sub-station personnel in accordance with County and Civil Service Personnel.
- Insure that highest priority is placed on Taxpayer service and satisfaction.
- Provide for and maintain security for all transactions, registrations, and all other fees collected by the Sub-station.
- Provide for the timely processing of all incoming mail payments and correspondence.
- Train, Supervise, and Evaluate Sub-Station personnel.
- Maintain a high level of proficiency in the Laws and Regulations set by the State of Texas on Registration on Motor Vehicles and a State Property Tax Code.
- Provide for the timely completion of all required reports.
- Travel to attend Seminar and Meetings when required by Tax Assessor-Collector.
- Must be able to travel, work after hours and weekends when required.



- Insure that all assets are accounted for.
- Insure that all monies are accounted and proper reports are prepared and transmitted on those monies.
- Submit any injury or illness reports to Risk Management when accidents or illness occur.
- Responsible for keeping tract of supplies and ordering supplies when needed.
- Review and answer correspondence, compose letters and office forms.
- Perform and maintain other duties as required, including organizing, planning, sorting, and distributing incoming mail, faxing, filing, and indexing.
- Making copies, mailing and stuffing statements.
- Dealing with the public and helping employees solve problems with taxpayers in person or by telephone, convey messages and make telephone calls.
- Working closely with Internal and External Auditors, school and city personnel and delinquent tax attorneys.
- Must be flexible and available, if assigned to perform other duties in the Motor Vehicle Department for cross training.
- Must have good judgement, be courteous, cooperative, maintain a good attendance record and be properly dressed for the job.
- Must be able to perform consistently and effectively under extreme pressure.
- Must be in observance of rules and safety procedures.
- Perform any other duties required to operate Sub-station.



## **Asst. Tax Collection's Supervisor**

Location: Sub-Station

### **Requirements:**

- . High School Diploma or GED; Technical School Certificate preferred.
- . Person with experience in Accounting.
- . Person with Cashiering experience.
- . Experience in the Tax Field preferred.
- . Type 40 words per minute.
- . Familiar with Personal Computers.
- . Provide two (2) letters of recommendation or personal references.
- . Must provide copy of diplomas and certificates of achievement.
- . Must abide by all rules and regulations as set forth in Hidalgo County personal manual.
- . Must have good communication skills.

### **Duties:**

- . Process current and delinquent tax payments.
- . Must balance batches at the end of the day.
- . Must be able to assist Cashier/Tax Clerk with any problems.
- . Must be familiar with Property Tax Laws and be prepared to answer any questions from taxpayers.
- . Must become familiar with Motor Vehicle Department and assist in this area when needed.
- . Any other duties assigned.