

# **HIDALGO COUNTY TAX OFFICE**

## **SCOFFLAW DEPUTY CLERK I**

### **GENERAL DESCRIPTION**

Performs moderately complex (journey-level) clerical work; Work involves support tasks primarily involving customer service and clerical activities which may include: processing inquiries and requests for information, entering and maintaining data, cashiering. Works under close supervision with minimal latitude for the use of initiative and independent judgment.

Assisting in the Administration of Scofflaw Program. Will assist with overall responsibility of one or more IT projects in probing and flagging MV License plates with Texas Department Of Transportation. Compile and analyze data for the Department Of Budget and Management for Scofflaw Collections.

### **EXAMPLES OF WORK PERFORMED**

Hold offenders financially accountable

Increase collections of fines and fees owed to County

Verify driver's license with Scofflaw Database program in order to see if the customer owes an outstanding fine before selling registration renewals

Answer questions regarding customers who failed to pay outstanding fees and fines

Train employees on the Scofflaw program and explain why we cannot register their vehicle

Explain what steps need to be taken before they can register their vehicles

Communicates with Justice of the Peace who setup partial payment plans, dismissals, appeals, Judicial Action or Clerical Corrections for customers

Ensure all Scofflaw Denial Notice/Release letter have been collected

Ensure all subcontractor customers are not on the scofflaw database before registration is to be processed

Report and Measure Program Success on how many accounts are cleared and how much the office helped collect in fines

Report on how many outstanding records fines have been denied and reported on the loss of time and money in registration fees have been lost due to scofflaw registration denied

Audit employee scofflaw denials

Performs general clerical duties as required, including filing, indexing and recording, making copies, sorting, stuffing and mailing documents

Enters information on office records to the computer and retrieves information to respond inquiries

Type correspondence and other documents and materials using a typewriter and/or processing software

Assist the public in person or by telephone, convey messages, make telephone calls, faxes and distributes mail

Ability to work well with others

Regular attendance is a must

Performs related duties as required

## **GENERAL QUALIFICATION GUIDELINES**

### **Experience and Education**

Graduation from a high school or equivalent (GED), plus two (2) years of general office experience or an equivalent combination of experience and training which provides the required knowledge, skills and abilities

Two (2) years of experience may be substituted for one (1) year of education

Bilingual (Spanish and English) with the ability to converse fluently in both languages

### **Certificates, Licenses, & Registration**

Must have a current valid Texas motor vehicle operator's license

Must be able to be insured by the County's insurance carrier

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

Ability to read, interpret and accept documents such as safety rules, operating and maintenance instructions and procedures manuals

Ability to fill out reports, answer routing correspondence and speak effectively to the public

Ability to deal with problems involving several concrete variables in standardized situations

Ability to operate a computer, typewriter and other basic office equipment

Employee may be assigned other duties in addition to those listed; duties may change according to the changing needs of the county

### **PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand. The employee is occasionally required to walk; sit; use hands to find, handle, or feel objects, tools or controls; reach with hands and arms; climb or balance; stoop and kneel.

The employee must occasionally lift and/or move over 25 pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

### **WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

### **SAFETY REQUIREMENTS:**

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

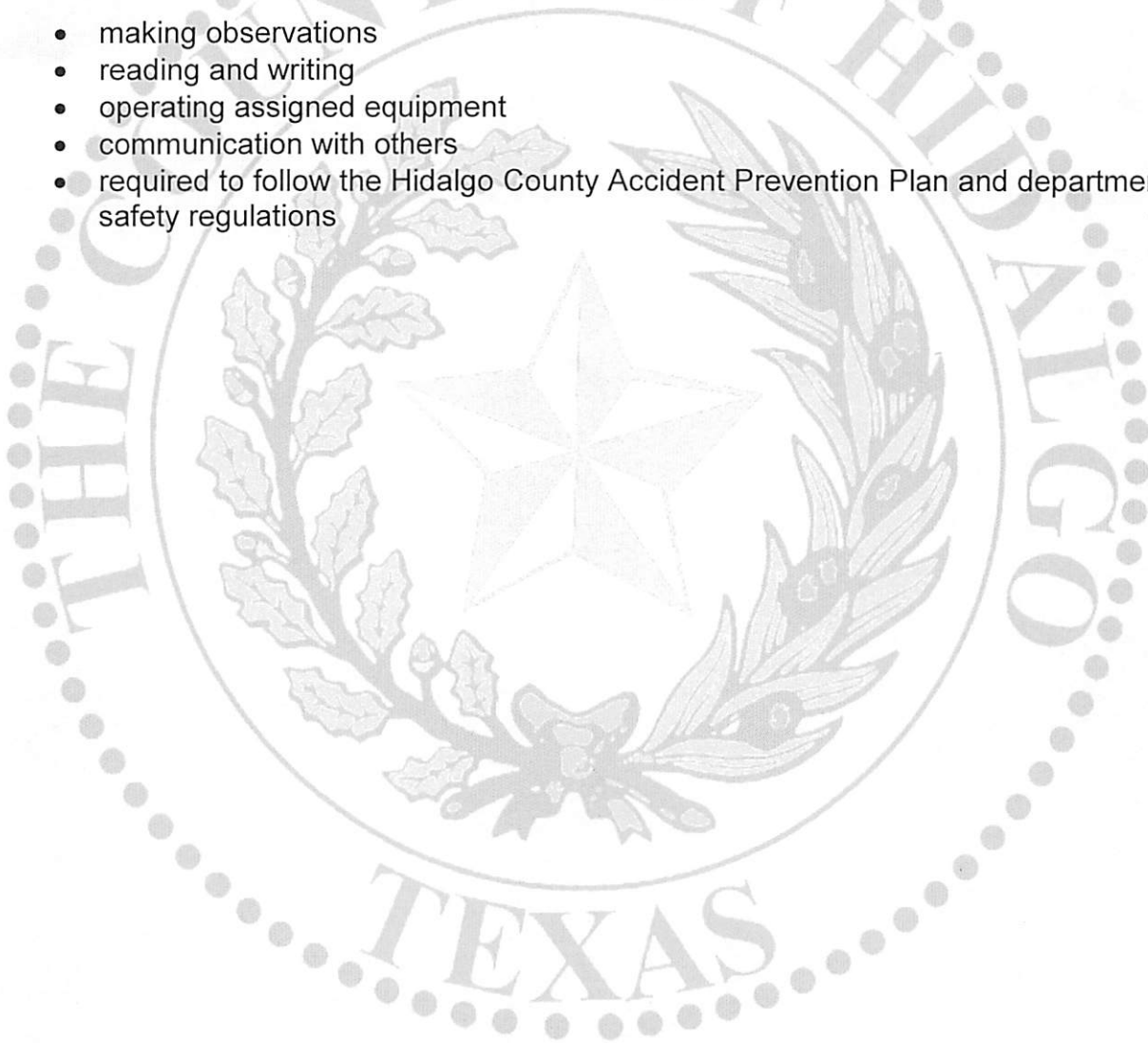
- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the Hidalgo County Accident Prevention Plan and department's safety regulations



# **HIDALGO COUNTY TAX OFFICE**

## **CHIEF DEPUTY II**

### **GENERAL DESCRIPTION**

Performs complex (senior-level) managerial work overseeing the county departments overall performance. Serves as the Chief of Staff for major countywide elected offices and fulfills all of the Elected Official's duties in their absence. Oversees all administrative and personnel matter including interviewing, hiring, firing, assigning duties and reprimanding. Other administrative duties include overseeing all divisions within the Elected Officials' Office and maintaining a modern, professional and cooperative environment in the office. Handles all complaints from the public and attends meetings as well as any other functions requested by the Elected Official.

### **EXAMPLES OF WORK PERFORMED**

- Must have general knowledge of the divisions within the Elected Official's office
- Recommends to Elected Official hiring, disciplinary actions, transfers, promotions, and terminations
- Develops training programs and implements same upon approval
- Oversees the preparation of management and productivity reports and studies
- Oversees special investigations, research studies, and internal audits
- Assist Elected Official with budget development and administration
- Recommends and implements departmental policy
- Maintains department compliance with County policies, state and federal laws
- Will serve as the liaison between the Elected Official's office and the software provider for the office
- Performs all other related duties involved in the operation of the business as assigned or required

### **GENERAL QUALIFICATION GUIDELINES**

#### **Experience and Education**

Minimum of seven (7) years of experience in office administration with minimum four (4) year of supervisory experience

Experience in government environment

Graduation from an accredited four (4) year college or university in accounting, business administration, public administration or other related field

Two (2) years of related experience may be substituted for one (1) year of the required education with a maximum substitution of two (2) years

Bilingual (English/Spanish) with the ability to converse fluently in both languages

**Certificates, Licenses & Registration**

Must have a current valid Texas motor vehicle operator's license

Must be able to be insured by the County's insurance carrier

**Knowledge, Skills, and Abilities**

Ability to read, interpret, and accept documents such as safety rules, operating and maintenance instructions and procedure manuals

Ability to complete reports and answer routing correspondence

Ability to apply common sense understanding and direct staff in written, oral or diagram form

Ability to supervise and communicate effectively with staff and the public

Ability to deal with problems involving several concrete variables in standardized situations

Must have experience in office or related work

Must have knowledge of computers and spreadsheets

Must have previous supervisory experience

General knowledge of city, county, and state government is required

Ability to assist the public in person or by telephone

Must have good writing and communication skills

Must be well organized

Ability to work well with others including vendors, department employees, elected officials, and departments heads

Employee may be assigned other duties in addition to those listed; duties may change according to the changing needs of the County

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand. The employee is occasionally required to walk; sit; use hands to find, handle, or feel objects, tools or controls; reach with hands and arms; climb or balance; stoop and kneel.

The employee must occasionally lift and/or move over 25 pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

**SAFETY REQUIREMENTS:**

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the Hidalgo County Accident Prevention Plan and department's safety regulations



# HIDALGO COUNTY

## MANAGER, TAX COLLECTION SECTION

### GENERAL DESCRIPTION

Performs moderately complex (journey-level) managerial work overseeing the daily operations and activities of a County department's program(s). Work involves establishing goals and objectives, developing guidelines, procedures, rules, and regulations, developing schedules, priorities, and standards for achieving established goals, coordinating and evaluating program activities, and developing and evaluating budget requests. Plans, assigns, and supervises the work of others. Performs a variety of cashiering procedures for which guidelines exist, but where judgment frequently is required in non-routine situations and/or specialized subject knowledge.

### EXAMPLES OF WORK PERFORMED

Supervises tax office computer operations and personnel

Interviews applicants for employment, evaluating, training, and supervising employees

Maintains personnel records, time cards and processes time sheets. Submits any injury or illness reports to Risk Management when accidents or illnesses occur

Travels to and attends training courses, seminars, and other meetings when required

Must comply with all Board of Tax Professional Examiners requirements

Coordinates computer workload with other supervisors in order to insure that all deadlines and required computer-generated reports are accurate and completed timely

Evaluates specifications for computer equipment and supplies purchased throughout the year

Responsible for keeping track of supplies and ordering supplies when needed

Maintains budget reports and payroll reports

Assists with the effective rate calculations, publications, and filings of county and state required reports

Keeps track of title companies remote users access fees

Reviews and answers correspondence, composes letters and office forms

Oversees that state, county, and other entity reports are being prepared and transmitted timely

Supervises personnel in accordance with Civil Service Manual

Oversees that all returned checks are being processed

Must keep up with all Legislative changes and rules and keep Personnel informed

Visits sub-stations on a regular basis

Deals with the public and helping employees solve problems with taxpayers in person or by telephone, conveys messages, and makes telephone calls

Works closely with internal and external auditors, school and city personnel and delinquent tax attorneys

Must have good judgment, 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 observe on rules and safety procedures

Ensures that office is open and operational during all working hours

May perform other duties in the Assessing, Collection and Motor Vehicle department for cross training

Performs other duties as assigned

## **GENERAL QUALIFICATION GUIDELINES**

### **Experience and Education**

Four (4) years of experience in office administration or related field with minimum one (1) year of supervisory experience

Experience in government environment

Graduation from an accredited four (4) year college or university in accounting, business administration, public administration or other related field.

Two (2) years of related experience may be substituted for one (1) year of the required education with a maximum substitution of two years.

Must provide letter of recommendation from previous employer and copies of diplomas and certificates of achievements

### **Certificates, Licenses & Registration**

Must have a current valid Texas motor vehicle operator's license

Must be able to be insured by the County's insurance carrier

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

Ability to read and interpret documents such as safety rules, operating, and maintenance instructions and procedure manuals

Ability to write routine reports and correspondence

Ability to speak effectively before groups of employees of departments

Ability to add, subtract, multiply, and divide in all units of measure using whole numbers, common fractions, and decimals

Ability to compute rates, ratios, and percents to draw and interpret bar graphs

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form

Ability to deal with problems involving several concrete variables in standardized situations

Employee may be assigned other duties in addition to those listed; Duties may change according to the changing needs of the County

### **PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand. The employee is occasionally required to walk; sit; use hands to find, handle, or feel objects, tools or controls; reach with hands and arms; climb or balance; stoop and kneel.

The employee must occasionally lift and/or move over 25 pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

### **WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

**SAFETY REQUIREMENTS:**

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the Hidalgo County Accident Prevention Plan and department's safety regulations

# HIDALGO COUNTY TAX OFFICE

## **MANAGER, MOTOR VEHICLE LICENSE SECTION**

### **GENERAL DESCRIPTION**

To perform this managerial job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required.

### **EXAMPLES OF WORK PERFORMED**

Sees that all offices are opened and closed on time everyday. Sees that all employees are accounted for in the Edinburg office as well as reviewing daily logs in by the sub-stations

Oversees all employees attendance records, annual and sick leave

Monitors and oversees Workman's Compensation reports and works with Risk Management

Holds staff meetings at least twice or better per month

Checks and signs payroll time sheets as well as sees that all employees get their payroll checks

Files change of status reports on all employees

Interviews new applicants for employment after vacancy is created

Recommends to Tax Assessor/Collector applicant for employment

Resolves problems that may arise at the counter or anywhere within the office

Sees that the public is well treated at all times

Sees that all reports on the following are made on time: Auto Registrations, Liquor and Beer, Cash Variance, reports and other miscellaneous reports like commission on soft drinks and vending machines. Liquor permits to be checked with employee responsible that all permit renewals are handled in time for payment

Sees that supplies are on hand at all times

Sees that the budgeted monies are not overspent

Prepares the new budget

Sees that equipment inventory is up to date

Sees that all incoming mail is processed on a daily basis

**Tax Collector's Hearing** – Upon petition for a hearing, applicant is advised to bring all pertinent information required to set the hearing. A prepared brochure is given to applicant to follow procedures

Posts all returned checks and sees that they are paid, if not, places calls and follows up by letter requesting payment. If not paid within ninety (90) days, reports to the Texas Department of Transportation for credit, but at the same time, file through competent court or District Attorney's Office

Answers correspondence that is addressed to the office and oversees that all mails are answered properly and promptly

Makes sure that all past due Beer Permits are renewed and authorized after being requested by Tax Assessor/Collector or by the Alcoholic Beverage Commission

Keeps up with all Legislative changes and rules directed by the Texas Department of Transportation and State Comptroller's Office

To make employees aware that they are responsible to read all circulars

Makes visits to sub-stations on a regular basis

Evaluates each employee at least twice a year if possible

Ability to work well with others

Other duties as assigned by Tax Assessor/Collector

Regular attendance is a must

## **GENERAL QUALIFICATION GUIDELINES**

### **Experience and Education**

Graduation from a high school or equivalent (GED) with courses in typing, plus a minimum of one (1) year of responsible clerical work experience, preferably with a governmental entity

Any equivalent combination of experience and training which provides the required knowledge, skills and abilities

BBA Degree from a four (4) year accredited College or University in Accounting

Bilingual (Spanish and English) with ability to converse fluently in both languages

### **Certificates, Licenses & Registration**

Must have a current valid Texas motor vehicle operator's license

Must be able to be insured by the County's insurance carrier

Provide letter of recommendation from previous employer and/or, letter of personal achievements

Provide copies of diplomas and certificates of achievements

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

Employee may be assigned other duties in addition to those listed; duties may change according to the changing needs of the County

Ability to operate or demonstrate ability to learn to operate a personal computer, an automated mail meter/processor, calculator, typewriter, copier, facsimile machine, cash register and electronic filing system

Ability to understand, follow and give oral and written instructions

Ability to establish and maintain moderately complex records and files and to organize data for reports independently, complying with reporting guidelines

Ability to proofread or completeness, accuracy and content

Ability to type at a speed of at least forty (40) words per minute

Ability to use standard work processing, data inquiry or spreadsheet software

Ability to read and interpret documents such as reference manuals, safety rules, operating and maintenance instructions and procedural manuals

Ability to write routine reports and correspondence

Ability to add, subtract, multiply and divide all units of measures, using whole numbers, common fractions and decimals

Ability to compute rate, ratio and percent to draw and interpret bar graphs

Ability to apply commonsense understanding to carry out instructions furnished in written, oral or diagram form

Ability to deal with problems involving several concrete variables in standardized situations

#### **PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand. The employee is occasionally required to walk; sit; use hands to find, handle, or feel objects, tools or controls; reach with hands and arms; climb or balance; stoop and kneel.

The employee must occasionally lift and/or move over 25 pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

#### **WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

#### **SAFETY REQUIREMENTS:**

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment

- communication with others
- required to follow the Hidalgo County Accident Prevention Plan and department's safety regulations



# HIDALGO COUNTY

## MANAGER, TAX ASSESSING SECTION

### GENERAL DESCRIPTION

Performs a variety of procedures for which guideline exist and may require judgment and specialized subject knowledge.

### EXAMPLES OF WORK PERFORMED

Supervises Tax Office Computer Operations and Personnel. Interviews applicants for employment, evaluate, train and supervise employees. Maintains personnel records, time cards and processes time sheets. Submits any injury or illness reports to risk management when accidents or illness occur. Travels to and attends training courses, seminars and other meetings when required. Must comply with all Board of Tax Professional Examiners requirements

Coordinates computer workload with other supervisors in order to insure that all deadlines and required computer generated reports are accurate and completed timely

Evaluates specifications for computer equipment and supplies purchased throughout the year. Is responsible for keeping tract of supplies and ordering supplies when needed. Maintains budget reports and payroll reports

Keeps tract of title company's remote user access fees

Reviews and answers correspondence, composes letters and office forms. Performs and maintains other duties as required, including organizing, planning, sorting and distributing incoming mail, faxing, filing, indexing, platting deeds, making copies, mailing and stuffing statements, prepares and submits post office forms for mail outs

Researches, compiles and analyzes data

Deals with the public and helps employees solve problems with taxpayers in person or by telephone, conveys messages and make telephone calls

Works closely with internal and external auditors, school and city personnel and delinquent tax attorneys

Must be flexible and available if assigned to perform other department duties for cross training

Must have good judgment, 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 observant of rules and safety procedures

Ensures that office is open and operational during all working hours

Working hours may vary

Ability to work well with others

Regular attendance is a must

## **GENERAL QUALIFICATION GUIDELINES**

### **Experience and Education**

Bachelor's degree in Business or supervising experience, preferably with government entity

Any equivalent combination of experience and training which provided the required knowledge, skills and abilities

Knowledge in word processing software or program related to maintain a tax database

Bilingual (Spanish and English) with ability to converse fluently in both languages

### **Certificates, Licenses & Registration**

Must have a current valid Texas motor vehicle operator's license

Must be able to be insured by the County's insurance carrier

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

Ability to read and interpret documents such as safety rules, operating, and maintenance instructions and procedure manuals

Ability to write routine reports and correspondence

Ability to speak effectively before groups of employees of departments

Ability to add, subtract, multiply, and divide in all units of measure using whole numbers, common fractions, and decimals

Ability to compute rates, ratios, and percents to draw and interpret bar graphs

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form

Ability to deal with problems involving several concrete variables in standardized situations

Employee may be assigned other duties in addition to those listed; Duties may change according to the changing needs of the County

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand. The employee is occasionally required to walk, sit, use hands to find, handle, or feel objects, tools or controls; reach with hands and arms; climb or balance; stoop and kneel.

The employee must occasionally lift and/or move over 25 pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

**SAFETY REQUIREMENTS:**

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

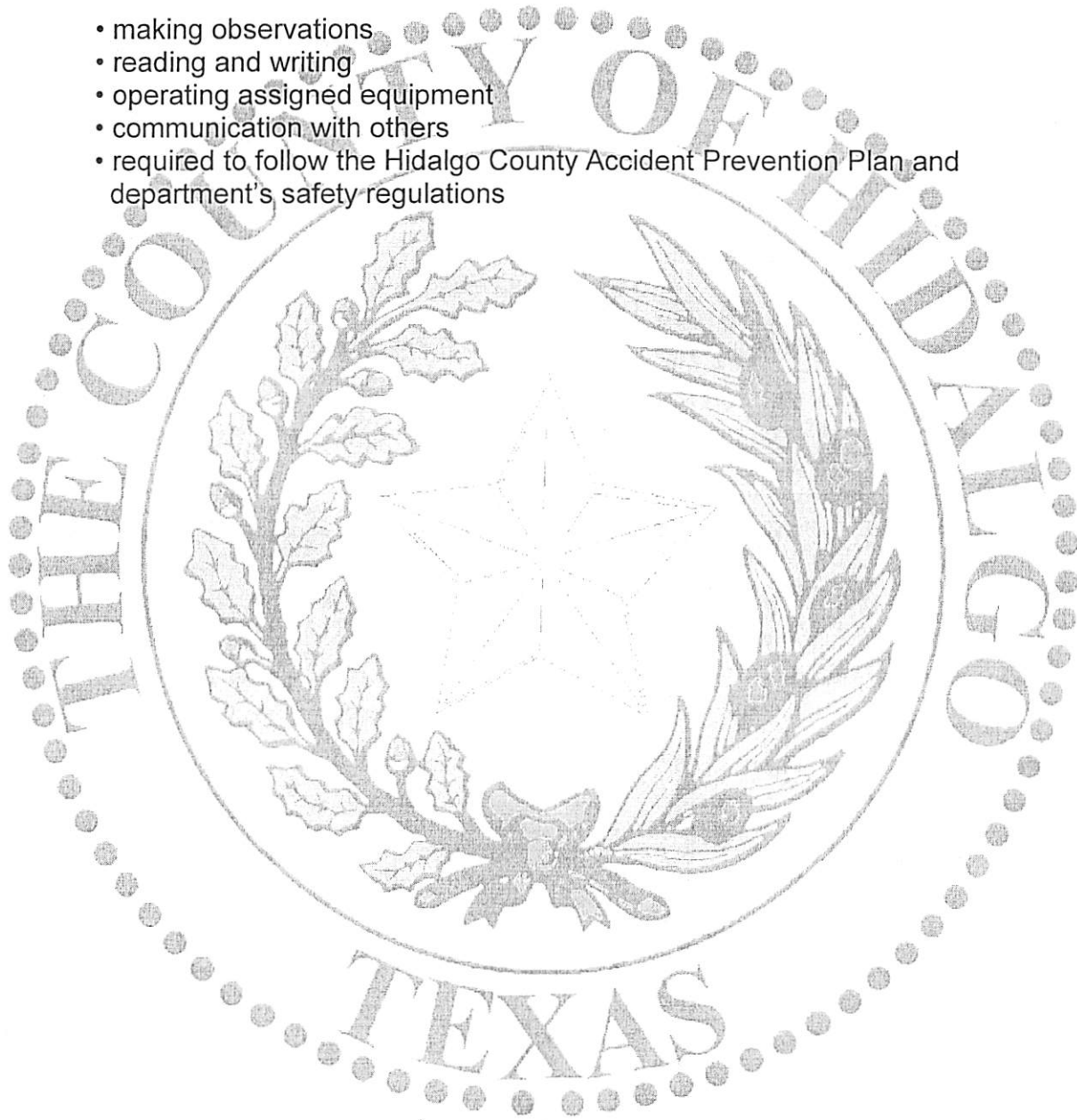
- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the Hidalgo County Accident Prevention Plan and department's safety regulations



# HIDALGO COUNTY

## **ACCOUNTS REPORT SPECIALIST**

### **GENERAL DESCRIPTION**

Performs a variety of clerical functions which follow established procedures and which may require some judgment and specialized subject knowledge.

### **EXAMPLES OF WORK PERFORMED**

Supervises and operates computer system for Hidalgo County Tax Office

Generates tax statements, distribution and accountant reports for this organization, delinquent tax attorneys and all school and city entities collected by this organization

Coordinates computer workload with supervisors and employees in order to insure that all deadlines and required computer generated reports and statements are prepared accurate and completed on a timely basis

Works with staff making sure that all computers are in operation to perform all functions and duties of this organization

Communicates with vendors by telephone or in person

Becomes knowledgeable in the Texas Property Tax System

Travels to and attends training courses, seminars and other meetings when required

Complies with all Board of Tax Professional Examiners requirements

Must be able to keep a flexible work schedule (works nights, weekends and holidays during periods with heavy workload)

Must be flexible and available if assigned to perform other duties

Must have good judgment, 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 observe all rules and safety procedures

Must abide all regulations set forth by the Hidalgo County Civil Service Manual

Ability to work well with others

Regular attendance is a must

## **GENERAL QUALIFICATION GUIDELINES**

### **Experience and Education**

Graduation from a high school or equivalent (GED)

College hours in Computer Programming and Accounting

Type forty-five (45) words per minute

Be familiar with and have experience with mainframe and personal computer operating systems

Must be able to manage data processing computer systems for the Hidalgo County Tax Office

Working knowledge of MS DOS, Quattro Pro, Lotus 23, Word Perfect, Dbase or other similar software programs, (i.e. printers, tape drives, cables, modems and other related computer equipment)

Bilingual (Spanish and English) with ability to converse fluently in both languages

### **Certificates, Licenses & Registration**

Must have a current valid Texas motor vehicle operator's license

Must be able to be insured by the County's insurance carrier

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

Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals

Ability to write routine reports and correspondence

Ability to add, subtract, multiply and divide in all units of measure using whole numbers, common fractions and decimals

Ability to compute rate, ration and percent to draw and interpret bar graphs

Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form

Ability to deal with problems involving several concrete variables in standardized situations

Employee may be assigned other duties in addition to those listed; duties may change according to the changing needs of the County

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand. The employee is occasionally required to walk; sit; use hands to find, handle, or feel objects, tools or controls; reach with hands and arms; climb or balance; stoop and kneel.

The employee must occasionally lift and/or move over 25 pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

**SAFETY REQUIREMENTS:**

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

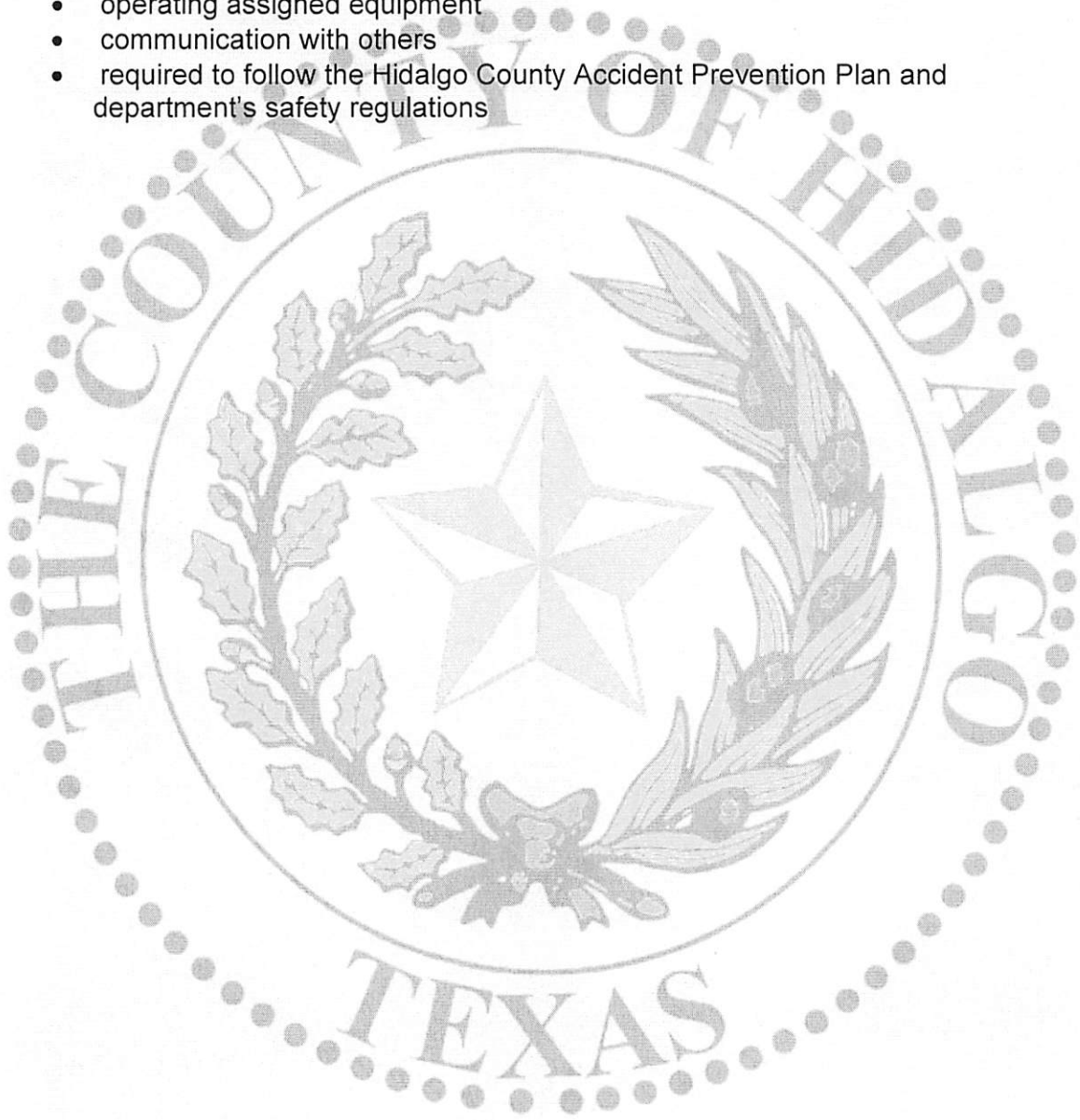
- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the Hidalgo County Accident Prevention Plan and department's safety regulations



# HIDALGO COUNTY

## ACCOUNTANT IV

### GENERAL DESCRIPTION

Employee performs complex accounting work. Work involves preparing and overseeing the preparation of financial statements, records, and reports. May specialize in some phase of accounting work such as federal funds accounting, property and equipment control, cost, payroll, or bond servicing. May assign and/or supervise the work of others. Employee works under limited supervision with moderate latitude for the use of initiative and independent judgment.

### EXAMPLES OF WORK PERFORMED

Prepares financial statements, budgets, vouchers, and payrolls submitted by the agency

Prepares technical reports on estimates, cost data, and budget limits

Prepares monthly status analyses of funds and expenditures

Maintains adequate records of expenditures, funds, appropriations, and expenses, as well as of revenue collected and deposited

Maintains and/or oversees the maintenance of systems and controls necessary to provide accurate accounts of expenditures and budget balances for agency programs

Reviews various records, reports, applications, and contracts

May instruct staff on the maintenance of accounting records on expenditures and revenue collected, the posting of general ledgers, and the posting of journals

May approve and sign expense accounts and purchase vouchers submitted for payment

May assist in planning accounting and clerical work procedures

May direct the maintenance of accounting records on receipts and disbursements

May allocate tax revenues to the appropriate funds

May assign and/or supervise the work of others

Performs related work as assigned

## **GENERAL QUALIFICATION GUIDELINES**

### **Experience and Education**

Three (3) to five (5) years demonstrated experience in accounting, governmental accounting, or commercial accounting, including supervisory experience

Graduation from an accredited four (4) year college or university with major course work in accounting or finance with 15 hours of accounting courses

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

Knowledge of the agency's fiscal program; of governmental accounting; of budget control methods, policies, and procedures; and of laws and regulations pertaining to financial operations

Ability to interpret and apply accounting theory

Ability to plan and coordinate financial programs

Ability to plan procedures and coordinate accounting operations

Ability to interpret laws and regulations

Ability to assign and/or supervise the work of others

Knowledge in Uniform Grants Management Standards (UGMS) and GAAP

### **PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand. The employee is occasionally required to walk; sit; use hands to find, handle, or feel objects, tools or controls; reach with hands and arms; climb or balance; stoop and kneel.

The employee must occasionally lift and/or move over 25 pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

### **WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

### **SAFETY REQUIREMENTS:**

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the Hidalgo County Accident Prevention Plan and department's safety regulations

# HIDALGO COUNTY

## ACCOUNTANT III

### GENERAL DESCRIPTION

Employee will perform moderately complex accounting work. Work involves preparing financial statements, records, documents, or reports. Employee may specialize in some phase of accounting work such as federal funds accounting, property and equipment control, cost, payroll, or bond servicing. Employee works under general supervision with moderate latitude for the use of initiative and independent judgment and may supervise the work of others.

### EXAMPLES OF WORK PERFORMED

Prepares and/or oversees the preparation of financial statements with schedules and exhibits

Prepares and/or oversees the preparation of technical reports on estimates, cost data, and budget items

Prepares and posts various vouchers and audits them for accuracy

Prepares monthly status analyses of funds and expenditures

Prepares various reports on federal grants, regulations, and statistics, as required

Maintains adequate records of expenditures, funds, appropriations, and expenses, as well as of revenue collected and deposited

Assists in planning procedures and regulations to control the disbursement of allocated funds and in preparing letters of instruction, manual revisions, and related forms as necessary

Serves as a consultant on accounting matters to administrative, supervisory, or technical staff, and assists agency administrators in applying financial data to the resolution of administrative or operating problems

Provides technical assistance to technical and lower-level accounting staff in clarifying operating problems, such as the allocation of income or expenses; cost accounting procedures; the closing, correcting, or adjusting of journal entries; and the preparation of special exhibits and schedules

Recommends improvements, adaptations, or revisions to the accounting system and accompanying procedures

May train staff on the maintenance of accounting records on expenditures and revenue collected, the posting of general ledgers, and the posting of journals

May supervise the work of others.

Performs related work as assigned

## **GENERAL QUALIFICATION GUIDELINES**

### **Experience and Education**

Two (2) to three (3) years of progressive experience in accounting, governmental accounting, or commercial accounting

Graduation from an accredited four-year college or university with a Bachelor's in Business Administration with major coursework in Accounting or Finance with 15 hours of accounting courses

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

Knowledge of accounting principles and procedures; of budget controls; and of purchasing methods and procedures

Knowledge of MS Word, Excel and 10-key calculator

Ability to perform complex accounting transactions, to interpret laws and regulations, to interpret and apply accounting theory

Ability to supervise the work of others

Knowledge of Uniform Grants Management Standards (UGMS) and GAAP

### **PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand. The employee is occasionally required to walk; sit; use hands to find, handle, or feel objects, tools or controls; reach with hands and arms; climb or balance; stoop and kneel.

The employee must occasionally lift and/or move over 25 pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

**SAFETY REQUIREMENTS:**

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the Hidalgo County Accident Prevention Plan and department's safety regulations

# **HIDALGO COUNTY**

## **INTERNAL AUDITOR III**

### **GENERAL DESCRIPTION**

Performs moderately complex (journey-level) auditing work; Work involves examining, investigating, and reviewing records, reports, financial statements, information systems, and management practices to ensure legal compliance with state statutes and internal regulations; and conducting audits for program economy, efficiency, and effectiveness; May train others; Works under general supervision with limited latitude for the use of initiative and independent judgment.

### **EXAMPLES OF WORK PERFORMED**

Examines the management operations, internal control systems, and accounting records for adequacy, accuracy, and compliance with legal regulations

Identifies and reports questionable or erroneous transactions or recordings

Prepares audit reports of findings, outlines discrepancies, and recommends corrective actions

Advises on requirements, liabilities, and penalties of compliance and noncompliance, and recommends improved accounting systems

Analyzes accounting and management operations systems and identifies internal controls

Verifies and reconciles bank accounts, appropriations balances, fixed assets, and supply inventories

Reviews and evaluates internal control structures

May perform statistical random sampling of data

May perform compliance testing of significant controls to determine electronic system reliance

May conduct special investigations into questionable practices or records

May train others

Performs related work as assigned

## **GENERAL QUALIFICATION GUIDELINES**

### **Experience and Education**

Three (3) to five (5) years of experience in accounting, auditing, or management information systems work

Graduation from an accredited four (4) year college or university with major course work in accounting, business administration, computer or management information systems or a related field

Experience and education may be substituted for one another

### **Certificates, Licenses, Registration**

May require certification as a Certified Public Accountant (CPA), Certified Internal Auditor (CIA), Certified Information Systems Auditor (CISA), Certified Management Accountant (CMA), Certified Professional Environmental Auditor (CPEA), or Certified Government Auditing Professional (CGAP)

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

Knowledge of accounting methods and systems and of generally accepted auditing standards and procedures

Ability to compose clear and concise audit reports, to gather and analyze accurate and relevant audit information, to communicate effectively, and to evaluate documents for accuracy and legal conformance

### **PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job

While performing the duties of this job, the employee is required to sit and use hands to fingers, or feel objects, tools or controls. The employee is required to stand; walk; reach with hands and arms; and stoop, kneel

The employee must occasionally lift and/or move up to twenty-five (25) pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus

### **WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

**SAFETY REQUIREMENTS:**

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the Hidalgo County Accident Prevention Plan and department's safety regulations

# HIDALGO COUNTY TAX OFFICE

## CHIEF FRAUD INVESTIGATOR

### GENERAL DESCRIPTION

Performs highly advanced (senior-level) investigative work; Work involves planning, organizing, and conducting investigations relating to fraud concerning county matters. May plan, assign, and/or supervise the work of others; Works under minimal supervision, with extensive latitude for the use of initiative and independent judgment.

### EXAMPLES OF WORK PERFORMED

Oversees or conducts investigations of alleged violations of laws, rules, and regulations

Assists Federal, State and Local Law Enforcement agencies

Oversees or conducts background and personal history investigations, reviews records, and verifies information

Makes lawful arrests for violations of Laws for the State of Texas and local government ordinances and resolutions

Oversees or contacts and interviews witnesses and complainants

Oversees or evaluates and summarizes investigative findings

Reviews gathered and labeled evidence, photographs, fingerprints and will guard and transport prisoners

Oversees or examines, investigates, and analyzes the business activities of entities to ensure compliance with statutory standards and regulations

Testifies and presents evidence in formal hearings or court proceedings

Reviews and analyzes records and reports for compliance with laws and regulations

Reviews investigative techniques, policies, and regulations; and recommends improvements, changes, or modifications

Monitors the quality and quantity of investigations conducted

Develops procedures for conducting investigations and trainings

May address and work with community groups to promote good public relations and to inform citizens on designated subject matter

Serves court papers, writs, subpoenas, summons, capias, felony and misdemeanor warrants, and makes arrests

May perform undercover or surveillance work regarding suspected violators

Ensures that the job functions mentioned above are properly performed by subordinate personnel

Performs related work as assigned

Hours may vary

## **GENERAL QUALIFICATION GUIDELINES**

### **Experience and Education**

Five (5) years of Law Enforcement experience as a full time peace officer

Two (2) years of investigative work experience

Graduation from an accredited four (4) year college or university with major course work in criminal justice or a related field

Two (2) years of experience may be substituted for one (1) year of education

Bilingual (English/Spanish) with the ability to converse fluently in both languages

### **Certificates, Licenses & Registration**

Must have a current valid Texas motor vehicle operator's license

Must be able to be insured by the County's insurance carrier

Must possess an intermediate Peace Officer Certification from the Texas Commission on Law Enforcement Officers Standards and Education

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

Knowledge of investigative principles, techniques, and procedures; and of court procedures, practices, and rules of evidence

Skill in the operation of technical equipment and detection devices

Proper use and properly care for firearms

Ability to read, analyze and interpret the complex documents

Ability to think logically and objectively

Ability to plan, organize, and conduct investigations; to interpret and apply laws and regulations; to conduct interviews and gather facts; to evaluate findings; to prepare reports; to testify in hearings and court proceedings; and to plan, assign, and/or supervise the work of others

Understanding of pertinent federal, state and local laws, regulations and codes

Knowledge in principles and practices of legal document preparation including citations and arrest warrants

Knowledge of laws of arrest, search and seizure, service of legal process, and the legal right of citizens

#### **PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand. The employee is occasionally required to walk; sit; use hands to find, handle, or feel objects, tools or controls; reach with hands and arms; climb or balance; stoop and kneel.

The employee must occasionally lift and/or move over 25 pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

#### **WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

#### **SAFETY REQUIREMENTS:**

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the Hidalgo County Accident Prevention Plan and department's safety regulations