



**NEW POSITION:** Brief job description and attach a copy of the new job description.

Attached is a job description of Scofflaw Compliance Specialist

**POSITION RECLASSIFICATION:** Explain change and /or increase in duties and responsibility. (Attach new job description)

**ADDITIONAL DUTIES:** Explain reason for additional duties and attach list of additional duties.

**COMMENTS:** (Any comments you wish to make regarding this request)

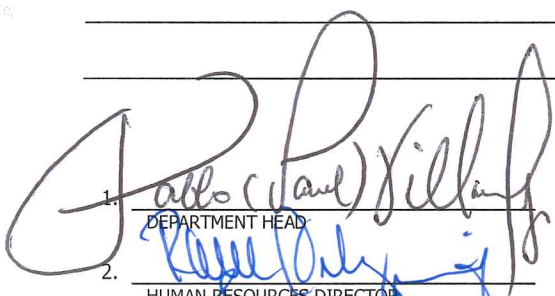
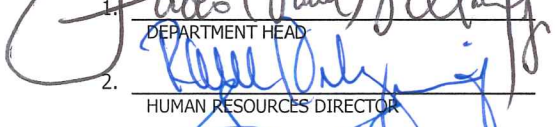
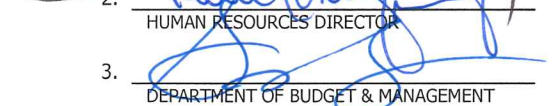
Funded through Scofflaw Program (Program #4)

**HUMAN RESOURCES:** Classification and Salary Recommendation

No budget impact

**BUDGET & MANAGEMENT:** Classification and Salary Recommendation

Funded through Scofflaw Program (Program #4)

1.		3-4-16	DATE	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
2.		3/04/2016	DATE	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
3.		3/4/2016	DATE	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
4.	COMMISSIONERS COURT APPROVAL		DATE			

# HIDALGO COUNTY TAX OFFICE

## SCOFFLAW COMPLIANCE SPECIALIST

### GENERAL DESCRIPTION

This position is responsible for monitoring all aspects of the Hidalgo County Scofflaw Program. To insure that the program is administered properly and that all Scofflaw projects are coordinated with the Hidalgo County departments and with other entities that the County contracts for Scofflaw project administration. Works under the supervision of the Manager, Motor Vehicle License Section with minimal latitude for the use of initiative and independent judgment.

### EXAMPLES OF WORK PERFORMED

Perform all other related duties involved in the operation of the Scofflaw Program as assigned or required

Works as a liaison with the county departments in the reporting of program data, reports and analysis

Provides technical assistance to other County departments by answering inquiries and overseeing Scofflaw Program implementation

Inputs Scofflaw data and fiscal information into the Scofflaw Dashboard tracking system and related Scofflaw programs; ensures that recorded information is consistent between the systems by reconciling data monthly

Assists Management with the construction and archiving of all Scofflaw inter-local contracts with municipalities

Assist Management with gathering, compiling and analyzing information on Scofflaw related issues for preparation of required Scofflaw reports and budgets

Maintains Scofflaw contracts and agreements files and monitors expenditures and revenue activities

Prepares and reconciles Scofflaw Billing Statements for municipalities, as well as receive and receipt payments collected from the municipalities

Oversee that all processes, procedures, and duties are being implemented by Scofflaw Clerks

## **GENERAL QUALIFICATION GUIDELINES**

### **Experience and Education**

Graduation from an accredited four (4) year college or university with a Bachelor's Degree in one of the following fields: Accounting, Public Administration, or Business Management.

Two (2) years of experience in Accounting or Administration 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 and interpret complex contracts, documents, and reports

Ability to write routine reports and correspondence

Ability to communicate effectively in writing, with knowledge of proper spelling, grammar and punctuation

Ability to speak effectively, using tact and professionalism to deliver information

Ability to explain complex regulatory requirements and/or procedures about the program with management or before large groups

Ability to effectively interact and communicate with management and staff

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