

Application to Commissioner's Court to Employ Personnel

To the Honorable Commissioners Court of Williamson County

I, Deborah M. Hunt, Tax Assessor Collector of Williamson County, Texas hereby make application for authority to employ the following per Local Govt Code 151,001(b):

PROPOSED

EFFECTIVE DATE

of Position/Description

Proposed Salary with longevity

1/12/12	Motor Vehicle Specialist I (1)	\$29,265.60
1/2/12	Motor Vehicle Specialist I (1)	\$29,272.44
1/2/12	Motor Vehicle Specialist I (1)	\$29,565.16
1/2/12	Motor Vehicle Specialist I (2)	\$30,150.00
1/2/12	Motor Vehicle Specialist I (5)	\$30,443.34 ea.
1/2/12	Motor Vehicle Specialist I (2)	\$33,607.45 ea.
1/2/12	Motor Vehicle Specialist I (1)	\$31,211.30
1/2/12	Motor Vehicle Specialist I (1)	\$32,588.89
1/2/12	Motor Vehicle Specialist I (1)	\$35,466.74
1/2/12	Motor Vehicle Specialist I (1)	\$36,187.93
1/2/12	Motor Vehicle Specialist II (1)	\$39,139.98
1/2/12	Motor Vehicle Specialist III (1)	\$35,297.04
1/2/12	Motor Vehicle Specialist III (1)	\$36,361.91
1/2/12	Motor Vehicle Specialist III (1)	\$37,257.05
1/2/12	Motor Vehicle Specialist III (1)	\$39,935.74
1/2/12	Director of Motor Vehicles	\$70,595.62
1/2/12	RPS Specialist (1)	\$30,443.34
1/2/12	Annex Office Manager (1)	\$38,578.17
1/2/12	Main Office Manager (1)	\$38,952.71
1/2/12	Annex Office Manager (1)	\$43,007.72
1/2/12	Annex Office Manager (1)	\$46,325.46
1/2/12	Information Services Specialist I (1)	\$31,211.30
1/2/12	Information Services Specialist I (1)	\$31,979.32
1/2/12	Information Services Manager (1)	\$39,935.74
1/2/12	Accounting Specialist I (1)	\$31,671.83
1/2/12	Accounting Specialist I (1)	\$31,979.32
1/2/12	Accounting Specialist I (1)	\$31,979.51
1/2/12	Accounting Specialist I (1)	\$32,133.07
1/2/12	Accounting Specialist II (1)	\$33,769.03
1/2/12	Accounting Manager (1)	\$56,524.43
1/2/12	Property Tax Specialist I (1)	\$30,004.25
1/2/12	Property Tax Specialist I (1)	\$32,305.23
1/2/12	Property Tax Specialist II (1)	\$33,284.31
1/2/12	Property Tax Specialist III (1)	\$34,105.79
1/2/12	Property Tax Specialist III (1)	\$38,000.38
1/2/12	Property Tax Specialist III (1)	\$38,952.71

1/2/12	Property Tax Manager (1)	\$44,082.92
1/2/12	Systems Manager (1)	\$63,343.62
1/2/12	Office Administrator (1)	\$43,007.72
1/2/12	Chief Deputy (1)	\$84,545.75
1/2/12	Motor Vehicle Specialist I (1) part-time	\$28,708.91
1/2/12	Motor Vehicle Specialist I (1) part-time	\$19,702.43
1/2/12	Motor Vehicle Specialist I (1) part-time	\$23,646.60
1/2/12	Mail room clerk (1) part-time	\$17,954.56
1/2/12	Property Tax Specialist I (1) part-time	\$19,202.88
1/2/12	Information Services Specialist I (1) part-time	\$16,096.08
1/2/12	Seasonal (1) part-time	\$4800.00

Date: 1/3/13 Sworn to: Deborah M. Hunt

Tax Assessor/Collector Job Duties

Accounting Manager

- Manages the Tax Office accounting function to include supervision of accounting staff, manage, review and approve all tax receipts and disbursements, monitor numerous bank accounts, perform bank fund transfers, prepare statistical reports and conduct cash audits.
- Responsible for the management of returned checks, taxpayer refunds, unclaimed funds, duplicate payments, electronic payments, collection fees, courier transactions, budget and accounting software.
- Acts as the liaison with banks, the County Auditor and Treasurer's Office as well as vendors, taxing entities and the general public.
- Maintain certifications for investments and property tax.

Accounting Specialist I

- This position reports directly to the Accounting Manager and provides a magnitude of assistance to the Tax Office by performing accounting functions for all departments in accordance with standard policies and procedures. This position is currently held by four incumbents, although the tasks below are all handled by this position, not one incumbent performs all duties, but each must have the knowledge to perform as backup on certain tasks in the absence of others.
- All job duties require a high degree of organization, initiative, independent judgment and ability to multi-task while placing high attention to detail during the process of prioritizing, proofing, performing and auditing all data entry. All positions require the appropriate skill levels in accounting, computer, analytical thinking and communication.
- Serves as a liaison and provides assistance to taxpayers, suppliers, financial institutions and other government agencies or entities.

Accounting Specialist II

- This position reports directly to the Accounting Manager and requires limited supervision, while providing a magnitude of assistance to the Tax Office by performing accounting functions for all departments in accordance with standard policies and procedures. The incumbent continuously provides assistance and backup to the Accounting Manager and must have the knowledge to perform as backup on certain tasks in the absence of others.
- All job duties require a high degree of organization, initiative, independent judgment and ability to multi-task while placing high attention to detail during the process of prioritizing, proofing, performing and auditing all data entry. This position requires advanced skill levels in accounting, computer, analytical thinking and communication.
- Serves as a liaison and provides assistance to management, taxpayers, suppliers, financial institutions and other government agencies or entities.

Mailroom Specialist – Part Time

- Responsible for the handling, processing and distribution of all incoming, outgoing and returned mail for the Williamson County Tax Assessor/Collector's office.

Director of Motor Vehicle Division

- Manages all functions of the Williamson County Tax Assessor / Collector's Motor Vehicle Division to include providing direction and guidance utilizing an understanding of laws and regulations applicable to motor vehicle operations and supervision to annex managers and staff.
- Provide professional, helpful and calm assistance to difficult and upset customers in order to resolve issues that occur regarding motor vehicle matters.
- Serves as a team leader and coordinates operations with all Tax Office locations, subcontractors, dealers, other county departments and State agencies.

Motor Vehicle Specialist – Part Time

- Responsible for assisting customers, processing motor vehicle and property tax transactions and handling cash in a professional, accurate and timely manner.
- Provides resolution to motor vehicle and property tax inquiries in accordance with various state laws and regulations.
- Assist other Deputies with mail in renewals and/or corrected title work.

Motor Vehicle Specialist I-RPS-INV

- Responsible for timely and accurate capture of motor vehicle and property tax payments and receipts through the RPS, including training others on the system as necessary.
- Responsible for maintaining adequate motor vehicle inventory in the main office and assisting annex offices with inventory needs.
- Responsible for providing professional, courteous and accurate assistance to the general public via telephone, e-mail and in person regarding tax inquiries as well as when processing motor vehicle registrations, transferring titles, issuing permits and handicap placards, etc.

Motor Vehicle Specialist I

- Responsible for providing professional, courteous and accurate assistance to the general public via telephone, e-mail and in person regarding tax inquiries as well as when processing motor vehicle registrations, transferring titles, issuing permits and handicap placards, etc.

Motor Vehicle Specialist II – Dealer

- Responsible for coordinating and processing dealer title work in accordance with the Texas Motor Vehicle laws in an accurate and timely manner.
- Provide assistance to dealerships with problems and ensure the title equipment is working properly. May be required to travel to dealerships in the event equipment problems require assistance.
- Handle inventory for title processing and replenish accordingly.

Motor Vehicle Specialist III - Auditor

- Responsible for performing the duties of a Motor Vehicle Deputy by processing title transfers, renewing registrations, collecting property taxes, ensure the authenticity of documents presented, issuing handicap placards, handling cash and assisting the general public with questions related to motor vehicle.
- Provide assistance to the Director of Motor Vehicles and Assistant Office Manager to ensure effective and efficient office operations. Also provides training and assistance to new and existing staff members.
- Work closely with the Accounting Department, prepares bank deposits, performs reconciliations and fund transfers, process hot checks, refunds and schedule title hearings.

Motor Vehicle Specialist III - Asst Manager

- Provides support to the Motor Vehicle Office Manager in daily operations of the substation to include maintaining adequate staff and security, keep abreast of new / existing laws and procedures, assign and monitor job duties / responsibilities and assist staff with difficult tax matters and customers.
- Performs duties of the Motor Vehicle Deputies and Property Tax Clerks by processing registration renewals, assisting customers, processing title transactions, balance cash drawers, prepare deposits, collect and post tax payments, and compile accurate tax reports.

Property Tax Manager

- Responsible for performing the duties of Property Tax Division and supervise/assist staff with resolving customer issues, preparing deposits, and ordering and distributing office supplies.
- Provide guidance to staff and customers regarding property tax laws.
- Performs periodic and annual staff performance appraisals, sets and reviews staff goals, manages leave time requests to ensure adequate staffing at all times.
- Responsible for calculating and preparing Ag Rollback taxes for property owners.
- Must maintain expertise of the Texas Property Code on all property tax matters and required certification.

Property Tax Specialist – Seasonal

- Responsible for the accurate daily processing of property tax payments generated from walk in taxpayers and mail in payments.
- Resolves basic inquiries via phone or in person from the general public regarding property tax matters in a professional and timely manner.

Property Tax Specialist – Part Time

- Responsible for the accurate daily processing of property tax payments generated from walk in taxpayers and mail in payments.
- Prepares daily cash, credit card, check and e-check deposits in compliance with cash handling processes and procedures.
- Resolves inquiries via phone or in person from the general public regarding property tax matters in a professional and timely manner.
- Must maintain expertise of the Texas Property Code on all property tax matters.
- Prepare and issues accurate tax certificates and beer/liquor licenses in accordance with State regulations.

Property Tax Specialist I

- Responsible for the accurate daily processing of property tax payments generated from walk in taxpayers and mail in payments.
- Prepares daily cash, credit card, check and e-check deposits in compliance with cash handling processes and procedures.
- Resolves inquiries via phone or in person from the general public regarding property tax matters in a professional and timely manner.
- Must maintain expertise of the Texas Property Code and maintain required certification.
- Prepare and issues accurate tax certificates and beer/liquor licenses in accordance with State regulations.

Property Tax Specialist II

- Responsible for the accurate daily processing of property tax payments generated from walk in taxpayers and mail in payments.
- Prepares daily cash, credit card, check and e-check deposits in compliance with cash handling processes and procedures.
- Resolves inquiries via phone or in person from the general public regarding property tax matters in a professional and timely manner.
- Must maintain expertise and certification of the Texas Property Code on all property tax matters.
- Prepare and issues accurate tax certificates and beer/liquor licenses in accordance with State regulations.

Property Tax Specialist III – Exemptions

- Maintain accurate tax ceilings, over 65 and disabled person exemptions and transfer ceilings.
- Responsible for the accurate daily processing of property tax payments generated from walk in taxpayers and mail in payments.
- Prepares daily cash, credit card, check and e-check deposits in compliance with cash handling processes and procedures.
- Resolves inquiries via phone or in person from the general public regarding property tax matters in a professional and timely manner.
- Must maintain expertise of the Texas Property Code and maintain required certifications.
- Prepare and issues accurate tax certificates and beer/liquor licenses in accordance with State regulations.

Property Tax Specialist III – VIT

- Works with the Special Vehicle Inventory Tax Department (VIT) to set up accounts, perform research, and calculate annual aggregate tax rates. .
- Responsible for the accurate daily processing of property tax payments generated from walk in taxpayers and mail in payments. Resolves issues involving tax matters.
- Prepares daily cash, credit card, check and e-check deposits in compliance with cash handling processes and procedures.

- Must maintain expertise of the Texas Property Code and maintain required certification.
- Prepare and issues accurate tax certificates and beer/liquor licenses in accordance with State regulations.

Property Tax Specialist IV - Asst Manager

- Responsible for coordinating and assigning duties for Truth in Taxation requirements for all consolidated taxing jurisdictions.
- Daily processing of property tax payments generated from walk in taxpayers and mail in payments.
- Prepares daily cash, credit card, check and e-check deposits in compliance with cash handling processes and procedures.
- Resolves inquiries via phone or in person from the general public regarding property tax matters in a professional and timely manner and maintain expertise of the Texas Property Code on all property tax matters.
- Maintain expertise in Property Code and maintain required certification.
- Prepare and issues accurate tax certificates and beer/liquor licenses in accordance with State regulations.

Information Services Manager

- Manages daily call center operations to include monitoring the telephone system, assisting customers via telephone with inquiries related to motor vehicle and property tax matters, address staff issues and evaluate performance.
- Serves as the liaison between the Tax Office and the Information Technology Services (I.T.S.).
- Responsible for updating social media outlets; including office web page and all voice messages for the Tax Office.
- Must maintain expertise of the Texas Property Tax Code and maintain required certification.

Information Services Specialist (Part Time)

- Answer calls for motor vehicle and property tax divisions. Process payments and assist the public by phone and in person.

Information Services Specialist I

- Answer calls for motor vehicle and property tax divisions. Process payments and assist the public by phone and in person.

Chief Deputy

- Serves as the Executive Officer for the County Tax Assessor / Collector's Office.
- Responsible for the daily operations which consists of supervising numerous full and part time staff in four (4) separate offices throughout Williamson County.
- Supervises operations such as all fiscal responsibilities, tax rate calculations and collections for seventy (70) plus tax entities.
- Prepares annual budgeting, annual expenditure management, clarification of complex tax inquiries, and act as the liaison with various state and local agencies.
- Provides expert advice and guidance of laws and regulations related to property and motor vehicle taxes and must comply with the Code of Ethical Conduct set forth by the Texas Property Tax Code and the Texas Department of Licensing and regulations.
- Must maintain expertise of the Texas Property Tax Code and maintain required certification.

Systems Manager (Business Analyst II)

- The Systems Manager performs moderately complex Information Technology functions and may perform computer hardware and software installation, network administration and database management within a department.
- Serves as a liaison between department users and the Information Technology organization in order to provide technical solutions to meet user needs.
- Possesses expertise in supporting moderately complex to complex department applications and functions. Assists with or translates moderately complex organizational requirements and assists with the translation of higher level organization requirements into functional Information Technology specifications and manages changes to such specifications.

Office Administrator

- Responsible for the coordination of a multitude of tax office operations to include working with the applicant process, monitoring staff time cards / absences, process payroll action sheets, manage confidential personnel files, plan meetings, attend meetings, and assist office personnel.
- Serves as the office liaison for all court agendas, facility maintenance, supply orders, invoices, budget preparation, conference scheduling and travel arrangements.
- Maintain calendar and prepare / update PowerPoint presentations for the Tax Assessor / Collector.