

## SWISHER COUNTY

### JOB DESCRIPTION

Position Title: Tax Assessor/Collector

#### Position Summary

It is overall responsible for management of motor vehicle transactions, property tax transactions, and staff. The position is responsible for ensuring motor vehicle transactions, registrations, and titles are processed accurately and timely. In addition, the position is responsible for managing property tax and VIT collections, TABC liquor license renewal fees to county, Escrow payment for taxpayers, WebDealer ACH transactions. Calculating effective tax rates for certain entities, monthly dispersal of collections to county and entities.

#### Essential Duties and Responsibilities

- Manages a team of customer service professionals in a high-volume and fast paced environment.
- Collaborates and cooperates with others to build effective working relationships.
- Provides internal and external customer service to accomplish organizational goals.
- Responsible for accurate attendance reports, timesheet approval.
- Resolve daily staffing issues and work assignments to ensure maximum productivity.
- Assigns employees to appropriate training programs. Trains staff on new processes and procedures. Provides appropriate discipline to assigned staff. May participate in hiring of new employees and recommendations for promotions of existing employees.
- Reviews funds collections and corresponding transactions on a regular basis.
- Answers questions from clerks.
- Daily, weekly, and monthly reports as needed.
- Oversees ordering and maintaining required supplies and inventory. Ensures that level of supplies and inventory required is available, accurately accounted for, and secured. Personally responsible for inventory records and in the office possession.
- Performs all other related duties involved in the operation of the Tax Office as assigned or required.
- Strong money handling and customer services skills are essential.

- Used the Texas Department of Motor Vehicles (TXDMV) Registration and Title System (RTS), TxDMV's webDEALER
- Accepts and posts property tax payments as needed
- Balancing bank accounts
- Sends Tax Notices in October, Delinquent Notices in January, May and July
- Early turn over of delinquent personal property taxes in April
- Turn over delinquent property taxes in July
- Follows Texas Property Tax Code
- Assist customers by mail, telephone and in person. Assists staff with customers and/or technical problems.
- Is a non-voting member of the Swisher County Appraisal District Board
- Attend fall Annual V.G. Young School for County Tax Assessor/Collectors in Margaritaville Lake Resort in Lake Conroe, Texas, November 18-20, 2025 (location changes from year to year.
- Attend summer Annual TACA Conference (June 7-10, 2026) in Waco Convention/Waco, location changes from year to year.
- Attends Harris Govern Conference in Frisco, Texas every other year as the off year is out of state. (Last conference was in March 16-19, 2025, in Frisco Texas)

#### Physical Demands and Work Environment

Regularly required to bend, carry, grasp/squeeze, use hand tools, hear, keyboard, kneel, lift below the waist, lift between waist and shoulder, tolerate noise, reach overhead, perform repetitive tasks, see color, see far, see near, sit, stand, talk, use his/her hands, walk and work alone and with others.

#### Contacts

Interacts with the Public, other County Departments, Texas Department of Motor Vehicles, Texas Department of Public Safety, Law Enforcement, Swisher County Appraisal District, Perdue, Fielder, Collins & Mott, Amarillo Regional Service Center

## Education Requirements

A Tax Assessor/Collector must complete the following education requirements within 90 days of taking office. Section 6.231 Texas Property Tax Code

- Ethics for County Tax Assessor/Collector
- New County Tax Assessor/Collector & Deputy Orientation
- Open Records & Open Meetings

If the Tax Assessor/Collector assesses or collects property taxes, they **must** successfully complete at least 40 hours of continuing education courses of the assessment and collection of property taxes including Course 28 (Truth in Taxation), not later than the first anniversary of the date on which the county assessor/collector first took office.

You **must** obtain a TACA professional designation certification the TACA Active Member must complete all required courses AND have completed two (2) years' experience as the County Tax Assessor/Collector. (See attached PCC (Professional County Collector) sheet.

Optional designations are CTOP and PCAC/PDAC (sheets attached)

Senate Bill 604, enacted by the 86<sup>th</sup> Legislature, adds Transportation Code, Section 520.023. Sec. 520.023. TRAINING. (a) The department shall implement a training program providing information on the:

- (1) Department's automated registration and titling system: and
  - (2) Identification of fraudulent activity related to vehicle registration and titling.
- (b) The Department shall require a person performing registration or titling services to complete the training under Subsection (a).

A person performing registration or titling services thru RTS, including a Tax Assessor/Collector employee, **must** complete a training program as follows:

- Registration renewals: 3 hours, 9 modules
- Registration and title: 8-12 hours, 30 to 33 modules
- A supervisor or administrator-level user (most or all RTS permissions): 24+ hours, up to 50 modules

These modules grant user rights for the use of the RTS machines.