

KENT COUNTY POSITION DESCRIPTION

*Kent County Levy Court
555 Bay Road, Dover, DE 19901*

Office of the Receiver of Taxes
Classified, GRADE 8
40 Hour Week

MONITION PROGRAM ADMINISTRATOR

GENERAL STATEMENT OF DUTIES: Assists the Receiver of Taxes with the collection of delinquent taxes and tracking of mobile home taxes; does related work as directed.

DISTINGUISHING FEATURES OF THE CLASS: The employee in this class is responsible for processing listings of delinquent taxes and coordinating the collection of these taxes. Incumbent tracks mobile home sales and placement to for proper tax collection.

ADA REQUIREMENTS: This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires stooping, kneeling, reaching, pulling, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

EXAMPLE OF WORK: (Illustrative Only)

Review delinquent listing for completeness and send notices, per approved criteria;
Determine if user fees (sewer, trash, etc.) are due on properties;
Maintain detailed files on delinquent accounts;
Maintain mobile home records for proper taxation;
Establish delinquent payment plans under approved procedures;
Answer questions from staff and public regarding mobile home taxes;
Research and verify ownership of delinquent properties;
Coordinate with County Attorneys, Prothonotary's Office, and Sheriff's Office if delinquent property goes to Sheriff sale.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Good knowledge of office terminology, procedures, and equipment; strong word processing skills; some knowledge of accounting/bookkeeping; willingness and ability to adapt to new office procedures as required; ability to collect delinquent taxes with firmness and tact; ability to organize and maintain filing system; regular and timely attendance; performance of duties in a safe manner.

ACCEPTABLE EXPERIENCE AND TRAINING: Completion of standard high school coursework or G.E.D. (paralegal degree preferred) with two to three years office experience; or any combination of experience, and training which provides the required knowledge and skills.

ADDITIONAL REQUIREMENTS: Possession and retention of a valid motor vehicle operator's license issued by the State of Delaware. Must pass testing for substance abuse and criminal background investigation. Direct deposit of pay required.

Employee Acknowledgment

REV. 12.10.91

REV. 7/1/94

Rev. 07/98

Rev. 07/01/00

Rev. 07/01/07