

**LAKE OF THE WOODS COUNTY
POSITION DESCRIPTION**

DATE: March 2024

JOB TITLE: Deputy Auditor/Treasurer - Property Tax Administrator

DEPARTMENT: Auditor/Treasurer

JOB GRADE: 13

FLSA: Non-Exempt & Non-Union

REPORTS TO: Auditor/Treasurer

SUPERVISES: N/A

GENERAL DUTIES:

This position is responsible for all phases of the real estate, personal property, and mobile home tax calculation, processing tax settlements; calculating, distributing and reporting local government aids and apportionments; preparing property transfers; processing ditches and special assessments; researching and coordinating tax forfeited land sales; researching and preparing the expiration of time of redemption for delinquent tax.

MINIMUM QUALIFICATIONS:

- Associate degree in Accounting or Business Admin and 4 years of related experience, or equivalent
- Ability to be bonded
- Good communication skills
- Valid Minnesota Driver's license
- Ability to take Tax Calc Exam
- Ability to read and comprehend MN Statutes
- Monthly Motor Vehicle/Driver's License/ DNR Certification & Title Certification every two years

KNOWLEDGE, SKILLS AND ABILITIES:

- Must possess an aptitude for attention to detail;
- Knowledge of office procedures and practices including the ability to manage data and communications, the ability to maintain clerical records and a filing system;
- Working knowledge of the Minnesota Statutes as they pertain to the County Auditor/Treasurer office, County Commissioner's and County Government;
- Ability to accept responsibility and to think complex problems, resolutions and motions through independently and arrive at a logical conclusion;
- Proficient with MS Office suite and other office machines;
- Effective oral and written communication skills; possess exceptional public relations skills;
- Knowledge of the organization and operation of related local, state and federal governments;
- Ability to work in a demanding, stressful environment with multiple tasks occurring simultaneously and meet deadlines in a proficient, accurate and professional manner, i.e., be able to prioritize;
- Ability to develop and maintain effective working relationships with staff, other professionals and the general public;
- Ability to pass and maintain Title Clerk Certification program through the Department of Public Safety.
- Ability to understand PRISM Laws, Laws for TIF Districts, Levy Laws, TNT Legislation.
- MN Tax Law and Legislative changes
- Know & understand MN Department of Motor Vehicle/ Driver's License/ DNR Law.

ESSENTIAL FUNCTIONS:

- Considerable knowledge for:
 - ✓ Property tax administration (including land descriptions and applicable mathematics courses).
 - ✓ Department of Revenue courses regarding law changes and requirements and special courses on tax administration.
 - ✓ Ability to read and interpret Minnesota Statutes.

- Reconciles and administers delinquent tax collection.
- Tax calculation- Prepare taxes for TNT and Annual Statements.
- Responsible for management of the property tax cycle including:
 - ✓ Maintains and update tax increment financing system and power line credit.
 - ✓ Calculates, verifies and submits required reporting for property taxes including real estate, personal property tax and mobile home property tax.
 - ✓ Compiles levies and manages truth and taxation process and assists Auditor/Treasurer in preparation of materials for public meeting.
- Responsible to verify and distribute tax settlement:
 - ✓ Calculate tax settlement and local government aids for all taxing authorities.
- Oversee delinquent tax calculation, tracking, and forfeiture processes:
 - ✓ Generates; researches; and verifies list of delinquent taxes for publication and expiration of redemption notices.
 - ✓ Assists with tax forfeited land sale procedures.
 - ✓ Verifies notices are served by the County Sheriff.
- Generates and maintains special assessment and ditch assessment for all taxing authorities.
- Maintains confidentiality regarding records as required by the Data Privacy Act.
- Perform other Auditor/Treasurer tasks including:
 - ✓ Assists Auditor/Treasurer with election duties
 - ✓ Assists public with questions and referrals to other offices
 - ✓ Assists with office support tasks as needed
 - ✓ Assists with County licensing services – Motor Vehicle/ Driver’s License/ DNR Transactions
- Provides information regarding questions and complaints from taxpayers and public that are related to taxes, assessments, and conveyance of property, election matters and all other areas that concern the Auditor/Treasurer office.
- Prepares all required reporting for State Auditors, schools and state.
- Payroll, Claims, EFTs and Manual Warrants back-up

ADDITIONAL DUTIES AND RESPONSIBILITIES:

- Other duties as assigned or required.

WORKING CONDITIONS AND ENVIRONMENT:

The position has good working conditions in general, but is a diversified job requiring sustained mental effort related to public contacts, organizational issues, planning and technical areas.

Incumbent incurs frequent sitting and a moderate amount of standing. There is frequent use of a computer and intermittent lifting up to 40 pounds in file boxes. Workers may occasionally need to deal with public complaints or strong verbal demands.

SAFETY DUTIES:

- Cooperates with the County’s Safety Program and conducts work habits in a manner that ensures the safety of all employees.
- Responsible for behavior that is consistent with OSHA regulations, the County policies, departmental safety rules and office policies. Attends all required safety training sessions.