



Job Title:	<b>Tax Researcher</b>	Job Requisition #	<b>2k17-03-14</b>
Department:	<b>Treasurer</b>	Status:	<b>Classified</b>
Revised Date:	<b>10/01/2013</b>	Class Code:	<b>2125</b>
Union Code:	<b>Non-represented</b>	Handles Confidential Info:	<b>Yes</b>
First Day to Apply:	<b>03-13-2017</b>	FLSA	<b>NE</b>
Last Day to Apply:	<b>Open Until Filled</b>	Entry Wage:	<b>\$13.2346/hourly</b>
		Work Schedule:	<b>M –F 8:00 a.m. – 5:00 p.m.</b>

**GENERAL PURPOSE:** Under the general supervision of the assigned supervisor, performs technical and statutory work; receives, accounts, and records all property tax payments; conducts detailed research for complicated property tax issues, Manufactured/Mobile Homes; Personal Property; Delinquent Accounts; and condemnation matters. Prepares, reviews, maintains, monitors and collects delinquent accounts and associated detailed collection records. Reconciles Lockbox, ACH, and Cash on a daily basis. Affixes and removes Liens on delinquent Manufactured/Mobile Homes. Assists property taxpayers, county offices and external clients with complex property tax questions, research, information and reports.

**MINIMUM QUALIFICATIONS:**

- High School Diploma/GED Certificate plus two (2) years post-secondary education in business, finance, political science, accounting or related field and (1) one year of general clerical/administrative support experience in the area of real estate, taxation or related field to include direct customer service; **basic cash handling and bookkeeping**; research and analysis; filing, typing, and business correspondence; and, basic computer skills (Excel, Word, Outlook); OR a combination of post-secondary education and/or related experience totaling three (3) years.

**REQUIRED LICENSES OR CERTIFICATIONS:**

- Successful completion of New Mexico Certified Treasury Official Certification within one year of hire.
- Valid New Mexico Drivers License.

**SUPERVISION RECEIVED AND EXERCISED:**

Position reports to Tax Researcher Supervisor and does not exercise supervision over lower level staff, except when training summer youth.

**ESSENTIAL JOB FUNCTIONS:** *The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Receives, accounts, reconciles, and records high volume property tax payments from individual taxpayers, mortgage companies, and other county departments and makes daily bank deposits. Assists Treasury Controller with large company and large land holders high volume property tax batch payments.
- Research and prepare payment adjustments forms for tax refunds.
- Conducts detailed research on property tax matters for complex taxpayer problems, court cases, imminent domain, county offices, condemnation suits, delinquent accounts, and other research projects. Communicates findings to taxpayers, attorneys, other county offices, external clientele, and prepares report for department administration.
- Monitors manufactured homes on a weekly basis; maintains spreadsheets and affixes and removes Liens on Manufactured/Mobile Homes on NM MVD's database.
- Reviews, maintains, and monitors confidential taxpayer files and documents, i.e., the Lien process on the State of NM Motor Vehicle Department's database contains "personal Information" as defined in NMSA 1978 § 66-1-4-14(F) and 18 U.S.C. § 2725(3) of the Driver's Privacy Protection Act (DPPA) and "highly restricted personal information" as defined 18 U.S.C. §; 2725(4) of the DPPA.
- Performs collection efforts and calculates interest and penalties for delinquent accounts.

## JOB DESCRIPTION

### Tax Researcher

- Research, process, complete, review, and maintain necessary documents/reports and/or tasks for land splits and combines, condemnations, delinquent notices, and State auctions. Participate in State auctions.
- Processes Plat Map tax payments which require research to ensure validity of documentation before Plat Map receives final authorization from the Treasurer. Prepares Plat Map for Treasurer's signature authorizing it to be recorded at the Clerk's Office and property changes to be made in the Assessor's Office.
- Prepares, signs and processes Tax Releases authorizing movement of Manufactured/Mobile homes to another County.
- Processes and records non-sufficient fund payments made to the County; calculates penalty, interest and miscellaneous non-sufficient funds (NSF) fees on accounts, sends notification to taxpayers of non-sufficient fund payments; and re-deposits payments as assigned.
- Reconciles daily deposits and cashier drawers. Scans daily batches.
- Assists with the verification of the County's property Tax Roll.
- Responds to high volume tax roll and tax related questions both orally and in writing.
- Reviews and verifies system entries and information on data processed reports.
- Performs mail courier duties.
- Assists in the training of personnel.
- May travel to various locations throughout the county to locate, identify and photograph properties, homes/structures or manufactured homes. .
- Performs other related duties as assigned.

#### **REQUIRED KNOWLEDGE OF:**

- Operational characteristics, services, and activities of Treasurer's Office and assigned area.
- New Mexico property tax rules and regulations; real estate and title work.
- Data processing, accounting principles and practices.
- Electronic accounting and other on-line tracking systems.
- Cash handling practices, procedures, and standards.
- Record keeping practices.
- Principles of direct customer service and public relations.
- Effective communication principles and practices including oral and written communication.
- English language usage, spelling, grammar, and punctuation. Spanish helpful.
- Modern office procedures, methods, and use of equipment including computers.
- Computer applications such as Word, Excel, Outlook.

#### **REQUIRED SKILL IN:**

- Researching New Mexico property tax rules and regulations, real estate, and title work.
- Accepting responsibility and performing stated duties at an advanced level with minimum supervision
- Operating electronic accounting and tracking systems.
- Identifying and reporting discrepancies.
- Researching methods, data verification, and data entry.
- Preparing, analyzing, interpreting, and monitoring detailed accounting reports.
- Counting and processing high volume cash property tax payments securely and according to procedures, reconciling deposits and cashier drawers. Scanning daily batches and preparing accurate balance sheets and deposits.
- Computing rapid and accurate arithmetical computations.
- Responding to complex inquiries, complaints, or requests from taxpayers, county offices, or external clients (county, state, national, and worldwide).
- Working with equipment, tools, and materials required in area of assignment.
- Communicating effectively and professionally, verbally and in writing, with the general public, supervisors, and co-workers
- Establishing and maintaining effective working relationships with employees, taxpayers, other agencies, including direct customer service.
- Effectively utilizing personal computer and other relevant software programs affecting assigned work; particularly in compiling and preparing various reports and spreadsheets utilizing Excel or similar software.

## JOB DESCRIPTION

### Tax Researcher

- Operating standard office equipment including computers, typewriter, photocopying machine, fax, microfilm equipment, shredder, check and document scanner, item processing machine.
- Interpreting policies and procedures sufficient to discuss and explain them.

### **PHYSICAL DEMANDS / WORK ENVIRONMENT:**

- Work is performed in a standard office environment.
- May travel to various property sites and occasionally may be exposed to extreme weather, animals and potential physical harm when locating and/or tagging properties.
- Work may be performed in a temporary remote location.



**Sandoval County  
CERTIFICATION OF VETERAN'S STATUS**

**TO RECOGNIZE VETERAN STATUS THIS FORM MUST ACCOMPANY YOUR JOB APPLICATION**

*The purpose of this form is to allow job applicants the opportunity to identify themselves as veterans and certify their status as a veteran who has an honorable discharge from the military, or to verify that they are a member of the National Guard or Reserve who has successfully completed basic training.*

*A veteran who has certified/verified their status, AND is determined by Sandoval County Human Resources to meet or exceed the Minimum Qualifications as identified in the position for which the applicant has applied, shall be identified as a qualified veteran on the hiring list. If there are more than four qualified veteran applicants for a position, a minimum of four veterans shall be interviewed.*

NAME (Please print): _____	JOB REQ # _____
ADDRESS: _____	PHONE: _____
EMAIL: _____	PHONE; _____
I AM APPLYING FOR (Position Title): _____	

**PLEASE COMPLETE THE FOLLOWING:**

1. Have you ever served in the United States Military, National Guard or Reserve?  YES  NO
2. Did you receive an honorable discharge?  YES  NO
3. Are you a member of the National Guard or Reserve who has successfully Completed basic training?  YES  NO
4. **Attach a copy of your DD214 or DD215 Form and/or proof of your Active, Guard or Reserve enlistment to certify your veteran status.**

Please ensure your job application clearly indicates your military experience including job duties and/or responsibilities as well as any education/training experience.

Sandoval County does not guarantee that a veteran will be hired for a position for which he/she applies. Veterans will be given an interview pursuant to the conditions stated above for positions for which they meet or exceed the Minimum Qualifications of the position as identified in the Job Posting. Please call Human Resources at (505) 867-7505 if you have any questions.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date