# HAYWOOD COUNTY
# BOARD OF COMMISSIONERS

## AGENDA REQUEST

***Must be presented to the County Manager's Office***
***NO LATER THAN 5 P.M. FRIDAY 10 DAYS BEFORE THE MEETING***

DATE OF REQUEST: November 9th, 2016

FROM: Kathi McClure - Human Resources Director

MEETING DATE REQUESTED: November 21st, 2016
*Regular meetings: First (1st) Monday of the month at 9:00 am*
*Third (3rd) Monday of the month at 5:30 pm*

SUBJECT: Reclassification of position

REQUEST: Requesting reclassification of ¾ position as an Administrative Assistant II recently vacated in Tax Collections Department to a Full Time position as a Tax Collections Clerk I.

Position grade and pay would decrease from County Pay Grade 65 to County Pay Grade 59.

Entry level pay for Tax Collections Clerk I position will be $24,409.43.

Total cost of Salary and benefits for the new position for remaining budget year (apx, 8 mos.) would be $22, 682.95.

Total cost of Salary and benefits for the new position for fiscal year will be $38,885.00

BACKGROUND:
Staffing numbers were reviewed in several similar sized counties listed in the School of Government 2015 Salary Survey Data and this would allow comparable staffing for Haywood County Tax Collections Department based on these numbers

Review of current staffing duties and needs were evaluated and determination was made to reclassify vacant position to a lower level to assist with ongoing efforts in collections for this department.

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IMPLENTATION PLAN:
Upon approval by BOCC, recruitment process will be started to fill the position.
*(How and when will staff undertake the action?)*

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FINANCIAL IMPACT STATEMENT:

Reclassification will result in a reduction in salaries and wages as the new position would be a lower salary. Tax Collector has reviewed current budget and has lapsed salary funds available to make this adjustment.

SUPPORTING ATTACHMENTS: YES X_ NO _____ HOW MANY? ___
LIST: Copy of job description attached for the new position.

PowerPoint Presentation: YES _____ NO ___

PERSON MAKING PRESENTATION AT MEETING: Kathi McClure
TITLE: Human Resources Director
PHONE NUMBER: 828-452-6764
E-MAIL: kmcclure@haywoodnc.net

THIS SECTION FOR OFFICE USE ONLY

Received (Date/Time): _____

County Manager / Clerk to the Board Comments: _____

**COUNTY OF HAYWOOD**
**CLASS DESCRIPTION**
**REVISED 2-2015**

**CLASS TITLE: TAX COLLECTION CLERK I**

## GENERAL DESCRIPTION OF CLASS

The purpose of this position is to provide general clerical and entry level administrative support to the Haywood County Tax Collections office. This position is responsible for data entry, assisting customers and the general public, professionals with tax related questions. The employee in this position is responsible for billing and other general and tax related duties in the Tax Collections Department of Haywood County Government. The individual in this position will work within a general outline of work/duties to be performed and will be expected to develop work methods and sequences under general supervision

## ESSENTIAL TASKS

The tasks listed below are those that represent the majority of the time spent working in this position. Management may assign additional tasks related to the type of work of the position as necessary.

- Assists public and professionals with tax related information and questions
- Collects tax payments and processes funds in accordance with established fiscal procedures
- Periodically reviews accounts to identify past due taxes; determines appropriate action to be taken to facilitate collection of past due taxes
- Assist in the preparation of tax related documents such as attachment and garnishment notices, notices for levy against property and others
- Performs entry level general and routine office tasks such as typing, filing, faxing, phoning and copying; issues licenses, permits and receipts; prepares tax billings for mailing
- May be asked to gather and maintain information to support periodic and special reports documenting Tax Collection Department activities and events
- Attends required staff meetings to exchange departmental information; attends required in-service training and technical classes in order to improve technical and professional skills
- Performs other duties as assigned by Tax Collector.

## KNOWLEDGE, SKILLS AND ABILITIES REQUIRED FOR THE POSITION:

Requires the ability to gather, organize, analyze, examine or evaluate data or information and to recommend action based on such information or data.

Requires the ability to communicate information, provide guidance and assistance to the general public to facilitate task accomplishment.

Requires the ability to utilize software programs specific to the operation of the department as well as Microsoft Office, Excel or other custom applications.

Requires the ability to perform entry level work involving set procedures.

Requires performing addition and subtraction, multiplication and division and/or calculating ratios, rates and percentages.

**TAX COLLECTION CLERK**

Requires the ability to read and understand departmental policies and procedures and the ability to complete routine forms/documents utilizing proper grammar, punctuation and style.

Requires the ability to perform entry level clerical tasks that require a wide range of procedures and protocols .

Requires normal attention with short periods of concentration to produce accurate results in the work assigned to this position.

Must possess the ability meet prescribed deadlines and to work under pressure.

**EDUCATIONAL REQUIREMENTS FOR THE POSITION:**

Requires High School Diploma, GED **OR** specialized vocational training with over one year and up to and including two years of comparable work experience.

**SPECIAL CERTIFICATIONS AND LICENSES:**

None required at this time.

**AMERICANS WITH DISABILITIES ACT (ADA) REQUIREMENTS:**

Position requires mostly sedentary work that will occasionally require walking or standing for brief periods of time.

The job requires normal visual acuity, field of vision, hearing and speaking.

The position risks no exposure to environmental hazards.

Haywood County is an Equal Opportunity Provider and Employer. ADA requires the County to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

**FAIR LABOR STANDARDS ACT (FLSA)**

The position is non-exempt under the FLSA.

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**Certification:** Signatures indicate agreement with all information provided, including the designation of Essential Functions of the position.

**Supervisor's Certification:** I certify that (a) I am the immediate Supervisor of this position and that (b) I have provided a complete and accurate description of responsibilities and duties and (c) I have verified (and reconciled as needed) the complete accuracy and requirements of this position with the employee.

Signature: _____ Title: _____

Date: _____

**Employee's Certification:** I certify that I have reviewed this position description and that it is a complete and accurate description of my responsibilities and duties.

Signature: _____ Title: _____

Date: _____