

Department of Human Resources 225 North Center Street Westminster, Maryland 21157 410-386-2129

# **Employment Opportunity**

Collection Specialist - Collections Office \$16.88 hourly salary (Grade C08) 40 hour position with full benefit package

Apply By: Monday, October 28, 2019 @ 5:00 p.m.

## **GENERAL RESPONSIBILITIES**

Processes and balances collections of county receipts and processing deeds for transfer.

# **ESSENTIAL TASKS** include the following; other duties may be assigned

- 1. Process deeds and deeds of trust for transfer by the clerk of the court
- 2. Collection of county receipts and taxes for County, State and municipalities
- 3. Process and maintain electronic payment files
- 4. Balance daily receipts, taxes and prove to computer totals
- 5. Research property records for attorneys, abstractors, taxpayers and citizens
- 6. Calculate and process tax certifications, homeowner tax credit recaptures, and senior tax credits
- 7. Record information to the property tax, water, and sewer databases
- 8. Prepare mailing of real estate and personal property tax bills
- 9. Assist in yearly tax sale and collection of fees
- 10. Perform related duties as to specific assignments
- 11. Any employee may be identified as Essential Personnel during emergency situations
- 12. Provide service to customers by answering questions, providing information, making referrals, and assuring appropriate follow-through and/or resolution
- 13. Communicate with manager, supervisors, co-workers, citizens, and others, maintains confidentiality; and represents the County

#### **EDUCATION AND EXPERIENCE**

- 1. High School diploma or general education diploma (GED)
- 2. Two years bank teller and/or experience working with property transfers, title search and deeds \*
- \* A comparable amount of training and experience may be substituted for the minimum qualifications.

### KNOWLEDGE, SKILLS AND ABILITIES

1. Tax Collection Assessment

A Carroll County Government job application is required for this position

Apply on-line: www.carrollcountymd.gov

Call the Carroll County Job Hotline at (410) 386-2020 to request an employment application or call (410) 386-2129 for employment inquiries

Posted: 10/10/19 Carroll County is an equal opportunity employer (20-54)

The County Commissioners of Carroll County recognize the rights of all people, including County employees, to equal opportunity. Discrimination against County employees on the basis of age, religion, gender, race, color, national origin, sexual orientation, marital status, physical or mental disability is strictly prohibited. The Americans with Disabilities Act, Titles I and II, applies to County government employment. If you have questions, suggestions, or complaints, please contact Kimberly L. Frock, Director and Carroll County Government Americans with Disabilities Coordinator for employment, Department of Human Resources (410-386-2129) or Md. Relay 711/800-735-2258. The mailing address is 225 North Center Street, Westminster, MD 21157.