



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
(20-54)**

Carroll County is an equal opportunity employer