



**Job Title:** Director – Tax Services

**Exemption Status/Test:** Exempt/Administrative

**Reports to:** Deputy Superintendent of Business

**Date Revised:** May, 2015

**Dept. /School:** Tax Office

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**Primary Purpose:**

Serve as chief administrator of the district's tax office and carry out the tax assessment and collection functions for the school district.

**Qualifications:**

**Education/Certification:**

High School diploma or GED  
Eligible for registration with the Texas Department of Licensing and Regulation as a Registered Tax Assessor/Collector (RTA)  
Bonded as required by Texas Tax Code §6.29

**Experience:**

Three to five (3-5) years' experience in property tax operations

**Special Knowledge/Skills:**

Knowledge of economic and accounting principles and practices  
Knowledge of state and local tax codes  
Knowledge of local area and its properties  
Ability to interpret data  
Ability to manage budget and personnel  
Strong organizational, communication, and interpersonal skills

**Major Responsibilities and Duties:**

**Tax Assessment**

1. Monitor activities of the county tax appraisal district and work with representatives on appraisal of properties in the district.
2. Determine the total appraised value, assessed value, and taxable value of property taxable by the district and submit an appraisal roll to the Board of Trustees showing the appraised, assessed, and taxable values.
3. Calculate the tax imposed on each property on the appraisal roll and prepare and mail a tax bill to the person or authorized agent listed.

**Tax Collection**

4. Collect and deposit revenue for current and delinquent taxes in designated depository.
5. Certify, by July 25<sup>th</sup> of every year, an estimate of tax collection rate for the current year and any amount collected over the anticipated amount in the preceding year.
6. Prepare a current and cumulative delinquent tax roll each year and deliver delinquent notices to property owners or their agents.

7. Resolve tax problems and complaints in an equitable manner including refunding overpayments or erroneous payments of taxes as provided by law. Report adjustments to district's auditor.

#### **Policy, Reports, and Law**

8. Compile, maintain, file, and present all reports, records, and other documents as requested or required by law including mandatory monthly and annual reporting of all tax collected or delinquent.
9. Comply with policies established by federal and state law, State Board of Education rule, and local board policy. Ensure property taxation is fair and uniform and apply all laws, rules, methods, and procedures in a uniform manner to all taxpayers.

#### **Personnel Management**

10. Select, train, supervise, and evaluate staff and make sound recommendations relative to assignment, retention, discipline, and dismissal.

#### **Supervisory Responsibilities:**

Supervise, evaluate, and recommend the hiring and firing of tax clerk(s).

#### **Mental Demands/Physical Demands/Environmental Factors**

**Tools/Equipment Used:** Standard office equipment including personal computer and peripherals

**Posture:** Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

**Motion:** Repetitive hand motions, frequent keyboarding and use of mouse; occasional reaching

**Lifting:** Occasional light lifting and carrying (less than 15 pounds)

**Environment:** May work prolonged or irregular hours

**Mental Demands:** Work with frequent interruptions; maintain emotional control under stress

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This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsible and duties that may be assigned or skills that may be required.