

TREASURER-TAX COLLECTOR'S DEPARTMENT

Function & Organization Chart - FY 2003-2004



MISSION STATEMENT:

To provide County departments with a central cashiering facility for countywide revenue receipts and disbursements, to provide a billing and collecting facility for property and business license taxes, to invest monies in the Treasurer's custody in order to earn interest revenues until the monies are required to fund operation expenditures, and to administer the County's Deferred Compensation Plan.

Budget Unit # - 114

Budgeted Positions - 59.88

TREASURER-TAX COLLECTOR 21

TREASURER-TAX COLLECTOR'S DEPARTMENT (114)

- Billing & Collection of Taxes
- Safekeeping County Funds
- Investment of Funds
- Member of Retirement Board

1 - TREASURER

ADMIN. SERVICES SECTION

1 - Sup. Secretary II
1 - Clerk II

ASSISTANT TREASURER

1 - Assistant Treasurer

CHIEF DEPUTY TAX COLLECTOR

1 - Chief Deputy Tax Collector

UNSECURED TAX

1 - Collection Sup. I

BUSINESS LICENSE TAXES

1 - Business License Sup.
1 - Business License Auditor
2 - Account Clerk II
1 - Accounting Specialist

MANAGEMENT SUPPORT

1 - Administrative Specialist II
1 - Clerk II

FISCAL SERVICES & CASHIERING

1 - Chief Fiscal Services

INVESTMENTS

1 - Investment Officer (Contract Position)
1 - Acct. Technician

CURRENT UNSECURED

1 - Sup. Clerk I
1 - Account Clerk II
2 - Treasurer-Tax Collector Specialist III

UNSECURED DELINQUENT

3 - Coll. Enforcement Deputy II

SECURED TAXES

1 - Chief Real Estate Taxes

DEFERRED COMPENSATION

1 - Staff Services Asst.

TREASURER & TAX ACCOUNTING

1 - Sup. Accountant I
5 - Acct. Technician
2 - Account Clerk II

CASHIER & REMITTANCE PROCESSING

1 - Sup. Operations & Vault
2 - Acct. Technician
5 - Account Clerk II
.67 - Clerk Int. II
.61 - Clerk Int. I

CURRENT SECURED TAXES

1 - Sup. Clerk I
2 Treasurer-Tax Coll. Spec. II
2 - Treasurer-Tax Coll. Spec. III
1 Treasurer-Tax Coll. Spec. I
1 - Data Input Clerk
.60 - Clerk Int. I

SECURED DELINQUENT TAXES

1 - Sup. Tax Redemption
3 - Account Clerk II
1 - Clerk II
1 - Treasurer-Tax Coll. Spec. II
1 - Treasurer-Tax Coll. Spec. III

TAX DEFAULTED LAND

1 - Sup. Clerk I
2 - Treasurer-Tax Coll. Spec. II