



WORKING TITLE: DEPUTY TAX COLLECTOR	CLASSIFICATION: CHIEF DEPUTY TAX COLLECTOR
DEPARTMENT: ASSESSMENT & TAXATION	DIVISION: ASSESSMENT & TAXATION
PAY RANGE: NBYCM 25	FLSA CATEGORY: EXEMPT
PHYSICAL REQUIREMENTS: ATTACHED	WORKERS COMP CODE: 8810
PPE: ATTACHED	REVISION DATE: November 2025

JOB DESCRIPTION

GENERAL STATEMENT OF DUTIES:

Direct the collection of property taxes as established by Oregon Revised Statutes for the benefit of Yamhill County. Maintenance of the tax roll, foreclosure proceedings, and collection of current and delinquent property taxes. Receives directives from the Assessor for changes, corrections, or additions to the certified tax roll to maintain a continuous state of balance.

SUPERVISION RECEIVED:

Works under general supervision of the county Assessor / Tax Collector who outlines objectives and reviews performance for overall results.

SUPERVISION EXERCISED:

Provides administrative direction to tax collection support personnel.

DUTIES AND RESPONSIBILITIES INCLUDE ESSENTIAL FUNCTIONS OF POSITIONS ASSIGNED TO THIS CLASSIFICATION. DEPENDING ON ASSIGNMENT, THE EMPLOYEE MAY PERFORM A COMBINATION OF SOME OR ALL OF THE FOLLOWING DUTIES:

- Acts on behalf of the tax collector in his absence.
- Administers procedures for controlled cash accounting.
- Systems Administrator for tax collection software program.
- Process deposits, refunds with the finance dept. and provide turnover amounts monthly.
- Prepare the annual assessment and tax rolls; confer with adjoining counties on joint district values, offsets, and apportioned levies; compile tax rates and combine rates to tax code areas; determine percentage rate for each taxing district.
- Assist Assessor with CAFFA filing, gather information needed for reporting.
- Maintenance of records and values for the real, personal, mobile home, and public utility assessment rolls.
- Administers and is responsible for payments, deposits, and related accounting of all property tax collections.
- Implements collection procedures for additional or supplemental tax rolls; assures compliance with ORS and court decisions if there are legal technicalities.
- Assist with Revisions and Disqualifications.

- Audit and process ED50 & LB 50 forms from services jurisdictions.
- Overview of roll corrections and omitted property.
- Direct roll close process, value verification, reports, and SAL reporting.
- Directs compilation and preparation of detailed legal county property foreclosure and warrant list and proceedings.
- Assist with preparing the annual department budget.
- Perform related duties as assigned.

JOB SPECIFICATION

KNOWLEDGE OF:

- Oregon Revised Statutes and Administrative Rules, including but not limited to Measure 50 and Measure 5, as they pertain to the taxation and assessment of real and personal property in the State of Oregon.
- Budgeting procedures and techniques.
- Principles and practices of assessment, apportionment, levy, and collection of public taxes.
- Principles and practices of real and personal property appraisal.
- Accounting principles and methods.
- Microsoft Office suite products, including Microsoft Word, Excel, and Outlook.
- How to prioritize, organize, and complete work assignments independently within prescribed deadlines.
- Assessment and Taxation laws, rules, regulations, and department policies.

SKILLS IN:

- Tax collection procedures for the State of Oregon.
- Calculation of tax bills and interest, and accounting principles and practices.
- Maintaining confidential records.
- Conducting research to problem solve.
- Interpreting and applying laws, rules, and regulations related to assessment and taxation.
- Communicating technical information to others, to deal effectively in confrontational situations, and to make clear, concise presentations.
- Advanced keyboarding to enter technical data into an established data platform.

ABILITY TO:

- Respond to complex and specific questions regarding the functions of the Assessment and Taxation office in a polite and efficient manner, both in person, via e-mail, and on the telephone.
- Locate property using tax maps and legal descriptions in order to assist customers and to communicate with city and county offices.
- Maintain cooperative professional relationships with customers, peers, supervisors and the community in general.
- Effectively operate office equipment such as a personal computer terminal, printer, fax, scanner, electronic calculator, copier, and multi-line telephone system.
- Work effectively in a multi-task and deadline-driven environment.

- Quickly learn new skills and use the new skills and knowledge brought about by rapidly changing information and/or technology to increase the efficiency and productivity of the Assessment and Taxation office.
- Utilize integrity, ingenuity, and resourcefulness in the performance of assigned tasks.
- Follow security procedures and maintain data confidentiality when processing confidential documents.
- Comply with work scheduling and attendance requirements in accordance with Yamhill County and Assessment and Taxation policy.
- Explain property tax exemption programs, eligibility requirements, application deadlines, and other program information as requested.
- Attend work as scheduled and/or required.

MINIMUM EXPERIENCE AND TRAINING:

Four years of experience in accounting and bookkeeping functions. Experience in assessment and tax collection is preferred. Administrative or management experience is desirable, with one years' experience as a lead worker or supervisor. Any satisfactory equivalent combination of experience and training which ensures ability to perform the work may substitute for the above.

Preference will be given to candidates with a bachelor's in accounting or related field and two years of managerial or supervisory experience, or candidates with an associate's in accounting or related field and 5 years of managerial or supervisory role.

OTHER REQUIREMENTS:

Ability to secure and maintain a driver's license valid in the state of Oregon, or an acceptable alternative means of transportation. May be required to drive a county vehicle. Employees authorized to operate a private vehicle on County business are required to carry a valid driver's license and liability insurance minimums as outlined in ORS 806.070.

May be subject to successful completion of a background check.

WORK ENVIRONMENT/PHYSICAL DEMANDS SUMMARY:

The incumbent typically works in an office environment and uses a computer, telephone and other office equipment as needed to perform duties. The noise level in the work environment is typical that of an office. Work also involves travel to clients' homes and meetings. Incumbent may encounter frequent interruptions throughout the workday.

The employee is regularly required to sit, talk, or hear; frequently required to use repetitive hand motion, handle or feel, and to stand, walk, reach, bend or lift up to 20-30 pounds.

Contact with the public in home or office environments may risk exposure to people with irrational/hostile behavior, contagious diseases, or contact with domestic animals.

The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This job description in no way states or implies that these are the only duties to be performed by an employee occupying this position. Employees may be required to perform other related duties as assigned, to ensure workload coverage. Employees are required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.

Requirements are representative of minimum levels of knowledge, skills, and abilities. To perform this job successfully, the employee will possess the abilities or aptitudes to perform each duty proficiently.