November 30, 2015

TO ALL PERSONNEL:

We are accepting applications for the position of Tax Assessor/Collector. (Job description attached) To be considered for this position, all applicants must follow one of the following processes:

- Process for applicants not employed by the District: All new applicants must complete an on-line professional application and schedule their initial screening on-line. (located under Careers on District website) All requested documents as indicated in this posting must be uploaded to the application.

- Process for current District Employees: District employees must complete an on-line transfer request. If this is your first time to complete a transfer request, a new user ID and password will need to be created. The transfer application can be accessed in e-portal. All requested documents as indicated in this posting must be uploaded to the application.

To be considered for this position, you must upload the following materials to your on-line application or transfer request by 5:00 p.m. on Friday, December 11, 2015: (1) letter of interest, (2) official transcript(s) for the course work, (3) a current resume. NO APPLICATIONS WILL BE CONSIDERED WITHOUT THESE DOCUMENTS.

To qualify for this position, all applicants must meet the following criteria’s:

**Education/Certification:**
High school diploma or GED
Bachelor’s Degree in Business or Accounting Preferred
Registered or eligible for registration with the Texas Department of Licensing and Regulations and have completed or working towards completing requirements for becoming a Registered Tax Assessor/Collector (RTA)
Bonded as required by Texas Tax Code §6.29

**Special Knowledge/Skills:**
Must be 18 years of age
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 communication, public relations, and interpersonal skills
Experience:
5 years of experience in property tax operations

Should you have any questions, please contact Paula Love from the Office of the Assistant Superintendent of Human Resources at 281-985-6204.

Sincerely,

Selina Chapa

Dr. Selina Chapa
Assistant Superintendent of Human Resources
**Job Title:** Tax Assessor/Collector  **Exemption Status/Test:** Exempt/Administrative

**Reports to:** Assistant Superintendent of Finance  **Date Revised:** 11/12/2015

**Dept./School:** Office of the Superintendent/Central Office  **Work Days:** 226

**Appointed By:** The Superintendent of Schools for a term of one year and the contract will be considered for recommendation by the Board of Trustees at the regular April/May meeting each year

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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

Bachelor’s Degree in Business or Accounting Preferred

Registered or eligible for registration with the Texas Department of Licensing and Regulation and have completed or working towards completing requirements for becoming a Registered Tax Assessor/Collector (RTA)

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**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(ies).

5. Certify an estimate of the 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.

**Professional Growth and Development**

11. Pursue continuous improvement and growth in knowledge of leadership skills and current standard practices of the duties and responsibilities of a tax assessor/collector.

**Others**

12. Perform other duties as assigned by the Assistant Superintendent of Finance and the Superintendent of Schools.

**Supervisory Responsibilities:**

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

**Evaluation:**

The Tax Assessor/Collector’s evaluation is a responsibility resting with the Assistant Superintendent of Finance. An evaluation shall be completed in writing at least once during the course of each school year.
Salary:  
As approved by the Board of Trustees

**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 including 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

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

Reviewed by

Date 11/30/15

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