

COLLECTIONS REPRESENTATIVE

CODES/PAY RANGE

Class Code: 3334

EEO Code: E

Pay Range: 118

MAJOR FUNCTION

FINANCIAL SERVICES

Office and field work in the enforcement of laws and ordinances and the collecting and serving tax executions and warrants for the collection of delinquent taxes.

OFFICE OF THE PROPERTY APPRAISER

Office and field work in the enforcement of laws and ordinances and the investigation of property exemption violations.

ILLUSTRATIVE DUTIES

(NOTE: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

FINANCIAL SERVICES

Visits employers and places of employment for purposes of collecting occupational and delinquent taxes.

Determines responsibility for delinquent tax debts.

Issues occupational licenses. Makes personal inspection of various stores to check that licenses are current and valid.

Inputs occupational licenses on line into the computer. Makes arrangements for picking up personal property to be sold, including transportation and storage.

Determines when an account is uncollectible. Makes recommendation to supervisor.

Performs related work as required.

OFFICE OF THE PROPERTY APPRAISER

Investigates suspected exemption fraud.

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ILLUSTRATIVE DUTIES (cont.)

Ensures compliance with constitutional requirements while conducting investigations.

Collects, identifies, evaluates and preserves case evidence for the prosecution of offenders.

Prepares case files.

Testifies, as required, at the Value Adjustment Board or court hearings

Performs related work as required.

KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of methods and practices used in investigations and public relations. Knowledge of occupational license or homestead ordinances. Knowledge of geographical areas of the County.

Knowledge of applicable legal documents, legal principles of investigation, legal rights and investigative techniques.

Ability to work with and for the general public. Ability to follow written and oral instructions

and deal with individuals, sometimes under adverse conditions. Ability to exercise good judgement in evaluating situations and making decisions. Ability and willingness to learn laws, ordinances, rules and regulations. Ability to write clear, concise, and accurate reports. Ability to work with computer terminal for inquiry and update of files. Ability to perform field investigations.

MINIMUM QUALIFICATIONS

FINANCIAL SERVICES

Graduation from high school or possession of a GED and four (4) years experience in collections and/or field type work. Possession of a valid Florida Driver's License.

A comparable amount of education, training, or experience may be substituted for the minimum qualifications

OFFICE OF THE PROPERTY APPRAISER

Graduation from high school or possession of a GED and four (4) years experience in assessments records work, investigative field work, or related field. Possession of a valid Florida Driver's License.

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A comparable amount of education, training, or experience may be substituted for the minimum qualifications

ADA REQUIREMENTS

Physical Demands: Generally light to medium work. Ability to see, hear, talk; ability to traverse uneven broken terrain; pull, push, handle; finger dexterity.

Environmental Demands: Both inside and outside work. Exposure to inclement weather including rain, heat, humidity, cold.

Mental Demands: Ability to read and comprehend technical instructions, procedures, ordinances; memos, financial statements, letters and applicable legal documents. Ability to perform general mathematical functions. Ability to speak, relaying information, details, data, and procedures to layman. Ability to write clearly and concisely to relate information and data. Ability to analyze information and develop conclusions.

Revised 8/99

Revised 10/94