

OKANOGAN COUNTS COMMISSIONERS'

RESOLUTION 72 - 2022

A Resolution reclassifying the Foreclosure Deputy position within the Treasurer's Office

WHEREAS, Section 3.1 of the Okanogan County Personnel Manual provides that a classification system inventorying the duties and responsibilities of each position shall group individual position into classifications based upon the similarities in job duties and responsibilities; and

WHEREAS, it is an expectation of the county and in union contracts that job descriptions be reviewed and updated periodically to accurately reflect the duties and responsibilities of each position; and

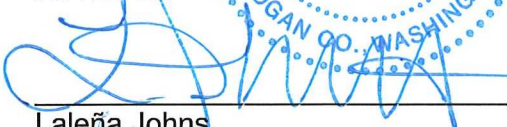
WHEREAS, the Treasurer has updated the job description of the Foreclosure Deputy position which more accurately reflects the duties and worked with the union for concurrence..

NOW, THEREFORE, BE IT RESOLVED by the Board of Okanogan County Commissioners that effective June 1, 2022, the Courthouse Teamsters Pay Classification Plan is hereby amended to reclassify the Foreclosure Deputy position from a Grade 16 to a Grade 17.

DATED at Okanogan, Washington this 24th day of May, 2022.



ATTEST:



Laleña Johns,
Clerk of the Board

**BOARD OF COUNTY COMMISSIONERS
OKANOGAN, WASHINGTON**



Andy Hover, Chairman



Chris Branch, Member



Jim DeTro, Member



POSITION DESCRIPTION

TITLE: FORECLOSURE DEPUTY (TREASURER'S OFFICE)

Job Objective/Summary: Under general direction of the Okanogan County Treasurer, the Foreclosure Deputy provides technical/clerical accounting and customer service to assist the County Treasurer's Office in providing taxpayer and related services.

Scope of Responsibility: Performs a complex variety of skilled clerical, accounting and customer service support activities which apply complex regulations with numerous deadlines. Requires a wide range of computer, clerical, accounting and customer service skills to perform independently in accordance with established policies and procedures and in compliance with applicable state laws.

Supervisory Responsibility: This position has no assigned supervisory responsibility.

Essential Functions/Typical Duties:

- Independently works through the legal process used in the foreclosure of tax delinquent properties. Coordinates Treasurer's Office requirements with the Prosecutor's office, Title Company, and newspaper to ensure a precise, complete, legally compliant, and timely process is accomplished. Communicates with the foreclosure property owners by mail and in person to relate the legally mandated information process and to ensure that the taxpayer has been given the full opportunity to redeem their property prior to the foreclosure sale. Handles the process of bulk mailings and certified mailings on foreclosure parcels.
- Developing and Researching a plan for Taxpayers timely payments which involves collection calls and mailing notifications and includes monthly reconciling of taxpayer plans and Treasurer Tax Trust Funds.
- Independently tracks and conducts the legal process to lien real property as appropriate to satisfy the county's interest in collecting delinquent taxes on mobile homes and personal property. Maintains records as needed to track activities to satisfaction of the lien process. Assists the Treasurer in the distraint of personal property to include the necessary documentation and legal process required to satisfy the requirements of property seizure for delinquent taxes.
- Researching current contact information on Tax Foreclosure properties along with Personal Property Liens.

- Receives and answers all notices of bankruptcy to satisfy the County interest in the recovery of taxes on property (both real and personal). Files, communicates and corresponds with the Bankruptcy Court(s) staff and attorneys involved with their clients who are property owners with obligation to pay County taxes. Maintains records and data in a timely fashion to substantiate the County's legal interest in the property. Performs fiscal duties such as receipting Bankruptcy payments into Treasurer Tax Trust Account and distributing payment to the tax parcels when appropriate.
- Performs a variety of other independent and cooperative functions in the day-to-day activities/operations of the Treasurer's Office. This may include any of the duties and functions of the Accounting Clerks within the Treasurer's Office. Examples of these duties may include but not limited to: receipting and entry of tax payments; answering phone calls; assisting customers at the front county; coordinating with the Data Processing Specialist for import/export of data, etc.
- May perform other duties as assigned.
- Participate in meetings, conferences and seminars as required.

Minimum Qualifications:

- High School diploma, GED or equivalent.
- Two (2) years of bookkeeping/accounting experience
- Proficient ten key skills and computer skills (word processing, spreadsheet and database applications). Testing will be performed
- Any equivalent combination of experience and education that provides the applicant with the desired knowledge, skill and ability required to perform the duties.

Preferred Qualifications:

- College level or technical coursework in accounting/bookkeeping procedures and practices.
- Knowledge of Collections

Knowledge, Skills and Abilities:

Knowledge of:

- Principles, practices, and techniques of accounting/bookkeeping.
- Practices and principles of customer service to include telephone techniques and etiquette.
- Methods and techniques of governmental accounting.
- General office practices, procedures and principles and practices relating to electronic data process and system design

Skills and/or Ability to:

- Perform precise and accurate mathematical functions requiring attention to detail.
- Effectively plan and organize work and complete tasks within prescribed timeframes.
- Appear for scheduled work with regular, reliable, predictable and punctual attendance and complete assigned tasks within prescribed timeframes.

- Establish and maintain cooperative, effective and productive working relationships using tact, patience and courtesy with internal and external customers.
- Maintain composure and relate effectively to irate or emotional customers.
- Understand and execute written and verbal instructions, and to apply available guidelines to varied situations.
- Follow procedures and comprehend tax laws related to work performed.
- Effectively coordinate, perform and complete multiple duties and assignment concurrently and in a timely manner.
- Reconcile and balance cash and checks.
- Analyze and categorize data rapidly and accurately.

Physical Demands:

The working environment for this position is primarily in an office setting; however individual shall be expected to attend meetings, conferences, seminars and other job related activities. The duties are usually sedentary but may require standing, walking, maintaining balance, climbing stairs/stepstools and inclines, kneeling, bending, stooping, crouching, reaching, pulling, twisting; requires sense of touch, finger dexterity. Ability to grip with fingers and hands and ability to exert up to 30 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Requires ability to discern voice conversation, to see with close, far, side vision with depth perception. Prolonged and regular hand and wrist movement related to computer keyboarding.

Acknowledgements:

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload

THIS POSITION DESCRIPTION DOES NOT CONSTITUTE A CONTRACT FOR EMPLOYMENT.

_____	_____
Employee Signature	Date
_____	_____
Supervisor Signature	Date
_____	_____
Department Head Signature	Date

Effective Date: 07/23/2018	EEO Code: 3	Department: Treasurer's Office
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Dates Amended: 01/2007; 10/09/2014 ; 01/01/2018; 07/23/2018 ; 05/03/2022	Union: Teamster's/Courthouse	Division: N/A
FLSA Exempt: No	Grade: 17	Pos #: TRS021AC3-003