



IRVIN J. JOHNSON

Tax Commissioner
DeKalb County, GA

Office of the Tax Commissioner

Nicole M Golden, Chief Deputy Tax Commissioner

Position: Property Tax Supervisor

Salary Range: \$40,474.00 – \$62,736.00

FLSA: Nonexempt

The purpose is to assist in planning and directing the operations and staff involved in the collection and disbursement of ad valorem taxes and to ensure compliance with related reporting rules and regulations. The purpose of this classification is to also assist in the managing of the processes involved in the submission of the annual Tax Digest.

Essential Functions:

Responsibilities include but are not limited to all Property Tax services at three office locations within the County.

assists with preparation of monthly and ad-hoc reports; assists with preparation of annual audit responses to account for current and delinquent taxes and special assessments; Assists with preparation and submission of other reports as requested.

Participates in community service events that may be scheduled during or after standard work hours as a way to enhance and extend the networking of the office and its services with other organizations and taxpayers throughout the Community.

Creates, assists and participates in opportunities to develop and train employees toward being an expert in the field of Property Tax.

Continuously strive toward improving processes by assisting in conducting audits to verify quality and best practices.

Occasionally liaise with other county department personnel as well as city representatives to obtain and update data, coach through the digest process and provide and receive reports.

Supervises, directs, and evaluates assigned staff; develops and oversees employee work schedules to ensure adequate coverage and control; compiles and reviews timesheets; approves/processes employee concerns and problems and counsels or disciplines as appropriate; assists with or completes employee performance appraisals; directs work; acts as a liaison between employees and Department Director; and trains staff in operations, policies, and procedures.



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Essential Functions continued:

Organizes, prioritizes, and assigns work; prioritizes and schedules work activities in order to meet objectives; ensures that subordinates have the proper resources needed to complete the assigned work; monitors status of work in progress and inspects completed work; consults with assigned staff to assist with complex/problem situations and provide technical expertise; provides progress and activity reports to upper management; and assists with the revision of procedure manuals as appropriate.

Performs cashier duties by receiving and processing payments tendered as cash, check, credit and debit cards and bank wires when necessary.

Balance transactions and maintain good accounting practices.

Process documents and prepare payments for automated payment and imaging system within designated timeframes per established procedures.

Receive, review and process various documents including homestead exemption applications, tax bills, motor vehicle tag registration (homestead, auditing).

Appropriately respond to customer inquiries and correspondence by providing information about the documents necessary for the processing of homestead exemptions as well as directing customers to other county services.

Communicate effectively both in verbal and written form with Director, other employees, taxpayers, third party contractors, the public and others as needed to coordinate work activities, review work status, exchange information and meet challenges as they occur.

Receives and compiles deposits for distribution of tax revenues; reviews submitted balances and receipts for accuracy and completeness; makes adjustments in computer systems and in documentation as needed; prepares, records and checks to accounting division

Reconciles accounts; review Mavro file for accuracy; downloads and imports data; researches out of balance issue such as chargebacks, uncleared checks, etc.; resolves discrepancies and corrects errors.

Coordinates information technology functions for the department; coordinates implementation of new software; tests and evaluates new systems and upgrades; reviews software reporting tools; makes recommendations and provides solutions for improved efficiency and functions; writes queries to analyze and review system data; trains staff on new systems.



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Essential Functions continued:

Ensures work activities are in compliance with local, state, and federal rules, regulations, laws, codes, and ordinances; reviews specific processes, documents and taxpayer interactions; identifies problems and violations; initiates problem resolution and process changes to correct deviations; and evaluates proposed legislation for potential impact on County systems and finances

Minimum Qualifications:

- High School Diploma or GED
- Two years of supervisory experience
- Must have any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.
- Must be able to work a flexible schedule
- Must be professional in manner, well spoken, and concise
- Must possess strong critical thinking skills, an analytical mind, and problem- solving aptitude
- Considered proficient in MS Office Suite
- Advanced organizational skills with the ability to handle multiple assignments
- Must possess strong effective communication skills both verbally and non-verbally
- Must be a self-starter and take initiative
- Be able to work under minimal supervision
- Be able to work independently and on a team

Preferred Qualifications:

- Associates/Bachelor's Degree in a related field
- In depth knowledge of property tax law to include property title and homestead laws