



## BOONE COUNTY JOB DESCRIPTION

<b>JOB TITLE:</b> <u>Lead Deputy Collector</u>	<b>NEW:</b> <u>X</u>	<b>REVISED:</b> <u>    </u> <small>(Please check one)</small>
<b>REPORTS TO:</b> <u>Collector</u>	<b>FLSA:</b> <u>Non-Exempt</u>	<b>DATE:</b> <u>01/16</u>
<b>DEPARTMENT:</b> <u>Collector</u>	<b>JOB CODE:</b> 602	

**DEFINITIONS:**

Under limited supervision, provides direction to Deputy Collectors and trains them, supervises temporary employees, provides guidance on complex situations and liaisons with several departments.

**ESSENTIAL FUNCTIONS:** *(Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is **not** a comprehensive listing of all functions and tasks performed by incumbents of this class.)*

Supervisory responsibilities include training deputy collectors and temporary employees, providing direction to deputy collectors, supervising temporary employees, performing duties of all deputy collectors when needed, providing guidance on more complex situations, granting exemptions for military personnel in accordance with state law.

Responsible for merchants' licensing and food establishment permits, for being a liaison with law enforcement, fire department, health department and GIS for merchant's file database and maintenance. Creates and maintains NID spreadsheets and reports, stays abreast of upcoming NIDS and status of current NIDS by serving as office liaison with Public Works and IT departments.

**KNOWLEDGE AND SKILL:**

1. Proficiency in 10 key applications
2. Ability to communicate effectively, both orally and in writing as well as understand and follow complex oral and written instructions
3. Ability to solve problems

**MINIMUM QUALIFICATIONS:**

High school diploma or GED, and a minimum of four years of clerical, cashiering, and/or supervisory experience including mainframe and/or personal computer applications in spreadsheet and word-processing; or equivalent combination of education and experience; Prefer a minimum of two years experience handling cash, making change, balancing cash receipts and working with the public; experience with standard office procedures, practices, and equipment; experience with AS400 systems preferred but not necessary; a valid typing test score must be on file with the Boone County Human Resources Office current within a year.

**APPROVALS:**

Department Director: \_\_\_\_\_ Date: \_\_\_\_\_  
(Signature)

HR Director: \_\_\_\_\_ Date: \_\_\_\_\_  
(Signature)