



COLUMBIA COUNTY, OREGON

JOB TITLE: TAX COLLECTOR

DATE: OCTOBER 1, 2025

EXEMPT (Y/N):	Yes	CLASSIFICATION:	CSC
DEPARTMENT:	Assessment & Taxation	JOB CODE:	033
SUPERVISOR:	County Assessor	SALARY RANGE:	E06
UNION (Y/N):	No	LOCAL:	N/A

GENERAL STATEMENT OF DUTIES: Plan, coordinate, supervise, and direct the activities of the Property Tax Collection program as established by the Oregon Revised Statutes for the benefit of all Columbia County Taxing Districts.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other related duties may be assigned.

Ensure a compliant and efficient property tax collection operation through effective organization and supervision of the Tax Office. Plan, organize, and supervise activities of the Tax Office, including designing/ mailing property tax statements, collection and recording of property tax payments, maintenance of the tax roll, foreclosure proceedings, collection of current and delinquent property taxes, computations of interest and discounts, processing corrections and refunds, responding to community and business queries.

Supervise and participate in the controlled handling of a multi-million-dollar cash operation, bank deposits and reconciliation of cash and computer postings, by tax years, to relevant tax accounts.

Ensure all activities are performed so that the county is in compliance with all state statutes specific to property tax collection and the relevant GAAP and GASB standards for cash handling and accounting.

Direct compilation and preparation of detailed legal county property foreclosure list and proceedings as three years are open at any one time.

Maintain effective working relationships with county departments that interact with the property tax collection program including the County Assessor, Treasurer, Finance Director, Surveyor, County Counsel, and others. Maintain effective relationships with partners in the Department of Revenue, other counties and taxing districts, technology vendors, mortgage services companies, and banks.

Utilize technology to facilitate efficient and cost-effective operations (financial processing, statement production and disbursement to taxpayers, tax account data maintenance and analysis, etc.) and communications strategies to keep the public well informed as to the property tax calendar, relevant regulations, forms of payment, and deadlines for payments.

Balance the tax roll on a daily basis based on receipts, refunds, and corrections.

Process miscellaneous receipting for the Assessors and Surveyors office for plats, manufactured home name changes, copy fees, cobra insurance payments, and assist in grand jury reimbursements.

Identify properties that are in bankruptcy and verify the abandonment process is being followed for manufactured structures and floating homes.

Issue annual judgment warrants for personal property. Mail delinquent notices.



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Ensure development of and timely submission of the annual state CAFFA grant program. Prepare quarterly CAFFA report and prepare the annual CAFFA application for the Board of County Commissioners to sign.

Maintain current knowledge and comprehension of laws and rules concerning property tax collection and disbursement of said monies to taxing districts. Confer with officials from other counties and the state for the purpose of coordinating programs and uniform procedures and obtaining information related to new laws and legal opinions.

Attend meetings and conferences as required.

For assigned internal control areas, ensure that the county has documented controls and that staff are working in a manner consistent with policies.

Supervise staff, including assigning and reviewing work, evaluating performance, and training. Provide recommendations on hiring and on disciplinary action when appropriate. Handle employee complaints.

Assist in the departmental budget preparation process. Monitor fiscal operations of the department to remain within budgetary constraints.

Follow all safety rules and procedures established for work areas. Comply with all relevant county policies and procedures. Ensure departmental compliance with county policies and procedures.

Maintaining regular attendance during the assigned work schedule is an essential requirement of this position. The ability to serve and meet in person with members of the general public, co-workers, and others is required.

SUPERVISORY RESPONSIBILITIES: Directly supervise departmental employees.

- Discharge all supervisory responsibilities in accordance with the county's policies and procedures, collective bargaining agreements, and federal, state, and local laws.
- Coordinate all personnel functions with the Department Head.
- Ensure each departmental employee receives written, clearly stated goals and expectations.
- Ensure that each departmental employee is held accountable for meeting those goals and expectations and take corrective action if not met.
- Conduct regular, formal and informal, evaluations of departmental employees.
- Provide training opportunities for departmental staff.

SUPERVISION RECEIVED: Work is performed with considerable independence under the general direction of the County Assessor who provides policy, procedure, and administrative direction and reviews performance.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The competencies below represent the required knowledge, skills, and/or abilities. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

EDUCATION and/or EXPERIENCE: Equivalent to a four-year degree in accounting or related field. Five years' of increasingly responsible experience in accounting, preferably in the public sector. Two years'



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experience in a supervisory capacity. Any satisfactory combination of experience and training, which demonstrates the required knowledge, skills, and abilities may be substituted for the above requirements.

DESIRABLE QUALIFICATIONS: Equivalent to an advanced degree in accounting preferred. Should be self-aware in leading others and navigating challenging situations with grace and empathy. Open to diverse ideas and perspectives, willing to collaborate to find common ground.

CERTIFICATES, LICENSES, REGISTRATIONS: Should possess a valid driver's license and be insurable under the county's liability policy.

KNOWLEDGE, SKILL, AND ABILITY: Considerable knowledge of tax collection procedures, Oregon tax law, calculation of tax bills and interest, and accounting principles and practices. Knowledge of management principles and practices of human and financial resource management.

Skill in financial or accounting software programs and Microsoft Office products.

Ability to:

- Plan, implement, and evaluate department activities based on policy guidelines, regulations, and laws.
- Think conceptually and quickly to get to the heart of a problem.
- Set priorities and develop realistic solutions to problems.
- Express ideas effectively, both verbally and in writing. Use sound judgment and not be afraid to take reasonable risks.
- Adapt to change or new situations and openly acknowledge and work through conflict. Accept responsibility and be able to work well with ambiguity.
- Work independently and as part of a team.
- Model positive behavior desired in others and promote collaboration and shared responsibility for departmental success. Look for opportunities for people to contribute, develop skills, take responsibility, and be trusted.
- Provide constructive feedback in a way that is sensitive to the emotions of others.
- Act in such a manner as to maintain the confidentiality of the records and issues and other matters that may be encountered.
- Develop and maintain harmonious and effective working relationships with employees, other agencies, county officials, and the general public.
- Perform detailed work involving written or numerical data and to make arithmetical calculations rapidly and accurately.
- Provide excellent customer service and to handle the occasional difficult interpersonal situation.

SPECIAL NECESSARY QUALIFICATIONS: Must be able to pass a pre-employment background screening.

PHYSICAL DEMANDS: The physical demands described here must be met by an employee to perform the essential functions of this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Minimal, involving the movement of files, books, boxes, equipment, etc., seldom exceeding 20 pounds.



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WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

General office environment. May require traveling throughout the county, state, and region for attendance at meetings and/or other events and attendance at evening or weekend meetings and events.

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

***Columbia County has the right to revise this job description at any time.
This description does not represent in any way a contract of employment.***