



COLUMBIA COUNTY, OREGON
JOB TITLE: DEPUTY TAX COLLECTOR
DATE: MARCH 1, 2026

EXEMPT (Y/N):	Yes	CLASSIFICATION:	CSC
DEPARTMENT:	Assessment & Taxation	JOB CODE:	1021
SUPERVISOR:	County Assessor	SALARY RANGE:	E04
UNION (Y/N):	No	LOCAL:	N/A

GENERAL STATEMENT OF DUTIES: Assist with the collection of over \$100 million in property taxes as established by the Oregon Revised Statutes for the benefit of all Columbia County Taxing Districts. Maintain foreclosure proceedings and collection of current and delinquent property taxes. Receive directives from the County Assessor for changes, corrections, or additions to the certified tax roll to maintain a continuous state of balance.

Assessment and Taxation is responsible for: mapping and appraisal of property in the County; preparation of property assessment and taxation rolls; and the collection and distribution of property taxes. This department provides services to all governmental jurisdictions within the County, including schools, cities, and special taxing districts. Services are also provided to property owners, taxpayers, the general public, and other organizations.

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

Administer procedures for controlled cash handling.

Act on behalf of the Tax Collector in their absence.

Reconciliation of deposits, refunds with Treasurer and provide turnover amounts monthly.

Assist with preparation of the annual assessment and tax rolls; confer with adjoining counties on joint district values, offsets, and apportioned levies; compile tax rates and combine rates to tax code areas; determine percentage rate for each taxing district.

Assist Assessor/Tax Collector with CAFFA filing, gather information needed for reporting.

Responsible for payments, deposits, and related accounting of all property tax collections.

Implement collection procedures for additional or supplemental tax rolls; assure compliance with ORS and court decision if there are legal technicalities.

Audit and process ED50 & LB 50 forms from services jurisdictions.

Overview of roll corrections and omitted property.

Assist with roll close process, value verification, reports, and SAL reporting.

Direct compilation and preparation of detailed legal county property foreclosure and warrant list and proceedings.

Assist in the departmental budget preparation process. Assist in monitoring 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.



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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: Supervision of employees is not a responsibility assigned to this position. This position may nominally supervise or assist other employees in training.

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

DESIRABLE QUALIFICATIONS: Team player willing to work collaboratively toward shared goals and be open to diverse ideas and perspectives. Receive constructive feedback in a positive manner.

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

KNOWLEDGE, SKILL, AND ABILITY: Oregon Revised Statutes and Administrative Rules, including but not limited to Measure 50 and Measure 5, as they pertain to the taxation and assessment of real and personal property in the State of Oregon. Knowledge of budgeting procedures and techniques. Knowledge of the principles and practices of assessment, apportionment, levy and collection of public taxes. Knowledge of the principles and practices of real and personal property appraisal. Knowledge of accounting principles and methods. Assessment and Taxation laws, rules, regulations and department policies. Knowledge of tax collection procedures for the State of Oregon.

Skill in financial or accounting software programs and Microsoft Office products. Calculation of tax bills and interest, and accounting principles and practices.

Ability to:

- Organize, prioritize, and produce an accurate work product and meet deadlines.
- Express ideas effectively, both verbally and in writing. Use sound judgment.
- 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.
- Act in such a manner as to maintain the confidentiality of the records and issues and other matters that may be encountered.



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- 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.
- Conduct research to problem solve.
- Interpret and apply laws, rules, and regulations related to assessment and taxation.
- Communicate technical information to others, to deal effectively in confrontational situations, and to make clear, concise presentations.
- Respond to complex and specific questions regarding the functions of the Assessment and Taxation office in a polite, and efficient manner, both in person, via email and on the telephone.
- Locate property using tax maps to assist customers and to communicate with city and county offices.
- To quickly learn new skills and use the new skills and knowledge brought about by rapidly changing information and/or technology to increase the efficiency and productivity of the Assessment and Taxation office.
- Utilize integrity, ingenuity and inventiveness in the performance of assigned tasks.
- Explain property tax exemption programs, eligibility requirements, application deadlines and other program information as requested.

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.

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.***