

JOB POSTING

Position Title	Tax Extension Assistant
Department	County Clerk/Recorder
Shift	Days
Salary (Optional)	
Brief Job Description	Assists Tax Extension Specialist to perform mathematical, analytical and administrative work related to the calculation and extension of property taxes and the sale and oversees the redemption of delinquent taxes independently; reviews tax levy data from 175 taxing districts, 5 TIF districts and 1 Enterprise Zone.
Education Requirements	High School diploma or GED with heavy emphasis in mathematics and five years of responsible office/clerical experience.
Additional Comments	Must be an independent worker, detail oriented and able to manage multiple tasks. Working knowledge of the Property Tax Codes or real estate tax work is desired. Accounting or financial background preferred.
Instructions for Applying	<p>Please send completed application to: Livingston County Human Resources 110 W. Water Street, #4 Pontiac, IL 61764</p> <p>Download application at: www.livingstoncountyil.gov Click on "About Livingston", and then click on Employment.</p>
Application Deadline	1/6/12

Livingston County

Job Description

Job Title: Tax Extension Assistant

Department: County Clerk

Reports To: County Clerk

FLSA Status: Non-exempt

Prepared Date: September 2011

SUMMARY: Assists Tax Extension Specialist to perform mathematical, analytical and administrative work related to the calculation and extension of property taxes and the sale and oversees the redemption of delinquent taxes independently; reviews tax levy data from 175 taxing districts, 5 TIF districts and 1 Enterprise Zone.

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

Assists tax extension specialist with receiving and reviewing tax levies from 175 taxing districts and ensures the accuracy of the levies; receiving financial reports and bonds from various taxing districts; ensuring that levies are properly extended, that correct rates are used and that rates fall within truth in taxation limits; reviewing and updating filings of annexations and detachments by taxing district and entering tax codes on the computer, related to annexations and detachments.

Assists tax extension specialist with preparing copies of annexations for other County offices (Supervisor of Assessments & Regional Planning); making required worksheet entries to the computer and verifying; ensuring adherence of data and procedures with Illinois Department of Revenue rules, tax laws and regulations pertaining to the computation of real estate taxes that affect Livingston County.

Assists tax extension specialist with determining amount of bonds, calculating 105% of previous extensions for Truth in Taxation and applying the tax cap formula where applicable; certifying Livingston County rates and value to the counties that have overlapping taxing districts into Livingston County and requesting their rates and values; receiving Railroad and Pollution Control values from the Illinois Department of Revenue, validating their information against our records and entering the values on the computer to the correct taxing districts.

Assists tax extension specialist in recording various information at the annual tax sale of tax delinquent properties; filing dates and mailing out the take notices by certified mail for each tax buyer, sometimes within the first five days after the tax sale upon receiving them from the buyer; preparing the tax buyer record reports at month-end, which indicate the redemptions made during the prior month, and an annual report at year end for 1099 purposes; year-end reports must balance. Receives certificates for redeemed taxes from tax buyers and distributes checks for payment to tax buyers.

Assists tax extension specialist in overseeing the Redemption Deputy Clerk to ensure the

following occur: that all redemptions, costs relating to filing for tax deed and take notice fees, are posted to the appropriate redemption books; ensures that all re-assignments and extensions are also entered into these books and the computer; issues tax deeds, prepares "sales in error", and processes bankruptcies and forfeitures in the same manner. Prepares certifications, upon public request, that current and back taxes have been paid on a parcel.

Assists tax extension specialist with preparing special reports by gathering and compiling statistical data; preparing 1099s for tax buyers, PTAB report of adjusted assessed values and the IDOT report for road and bridge funds; preparing PTELL reports for Illinois Department of Revenue and Illinois State Board of Education, preparing the State Abstract, which contains taxing districts assessed values, levies, rates and extensions by fund, TIF districts and Enterprise Zone reports; maintaining files of all districts, levies, budgets, annual reports, bonds, drainage, TIF splits, EZ applications, tax certificates, take notices, information pertaining to tax sales, and correspondence with other offices.

Assists tax extension specialist with setting up new TIF districts (with tax codes) with the base values and base years certified by the Village and a copy of the map and a legal description certified to the State; updating tax codes on the computer with new parcel numbers and base values determined on splits and combinations; checking all Enterprise Zone applications received from the cities and villages; entering new parcels on the computer showing base years, percentage of abatement, districts abating and new tax code with figures calculated and proofed against the computer.

Assists tax extension specialist with notifying taxing districts of the CPI for tax caps, figuring the tax caps by determining annexations, detachments and other necessary information needed to apply the (PTELL) tax cap formula.

Assists tax extension specialist with maintaining extensive contact with the Supervisor of Assessments Office and County Treasurer, Finance Resource Specialist, County Trustee, tax buyers, Department of Revenue; frequent contact with County Board Office/Finance Committee, and approximately 175 tax-levying bodies within the County.

OTHER DUTIES: Performs other duties as assigned including: maintaining office supply inventory; assists with end of day reconciliations with office staff; assists in the end of month reconciliation reports with the County Clerk; and assists the election specialist with election process duties as assigned.

SUPERVISORY RESPONSIBILITIES: There are no supervisory responsibilities with this position.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION and/or EXPERIENCE: High school diploma or general education degree (GED) with heavy emphasis in mathematics and five years of responsible office/clerical

experience; or equivalent combination of education and experience. Accounting course work and a good mathematics background are essential. Requires knowledge of the English language and spelling, plus knowledge of modern office practices and procedures. Requires knowledge of the County community and its organizational structure. Requires extensive knowledge of tax laws. Should have knowledge of software programs Microsoft Excel and Word.

LANGUAGE SKILLS: Ability to read, analyze, and interpret data, legal documents, or governmental regulations. Ability to prepare reports, business correspondence, and lists. Ability to work under time constraints and deadlines highly desirable. Ability to effectively present information and respond to County Officials, employees and the general public.

MATHEMATICAL SKILLS: Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS: Registered voter and willing to take the oath as Deputy County Clerk.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is frequently required to walk; sit; reach with hands and arms; and talk; or hear. The employee is occasionally required to stand; stoop; kneel; crouch; and use hands to finger, handle, or feel. The employee must occasionally lift and/or move up to 25 pounds. The employee must be able to climb up and down ladder and stairs. Specific vision abilities required by this job include close vision, distance vision, depth perception and ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Normal office conditions. The noise level in the work environment is usually quiet to moderate.