



Rogers County Job Opportunity

Complete an application and submit in person to the Rogers County Treasurer's office.

Title: Tax Warrant Officer	Department: Treasurer's Office
Reports to: Treasurer	FLSA Status: Non-exempt
Pay: Based on experience	Full Time/Part Time: Full Time
Position Posted: 12/3/2018	Position Closes: Until filled

Position Profile

The duty of the Tax Deputy is to prepare and serve tax warrants issued by the Treasurer's Office and perform other law enforcement duties.

Duties and Responsibilities

- Serve warrants issued primarily by the Treasurer's Office.
- Receive payment from taxpayers (inside and outside of office).
- Seize property when needed and assist with periodic Sheriff's Sale.
- Provide security service for the office when needed.
- Make daily deposits at the bank.
- Enforce Federal and State laws (including Oklahoma Motor Vehicle law).
- Keep written and dictated records in complete, accurate and concise reports.
- Attend schools and in-services as directed, successfully attaining passing grades.
- Comply with all Standard Operating Procedures, official orders, and directives.
- Successfully meet or exceed the minimum standard or performance levels of those S.O.P.'s or directives that require periodic testing or qualifying.
- Performs other duties as may be required.

Qualifications

Must be at least 25 years of age and have 5 years of service in law enforcement. Must possess a valid Oklahoma driver's license, be CLEET certified, have no prior felony convictions, have no pattern of drug abuse, and must be willing to complete job duties outside of normal business working hours when needed.

Education and/or Experience

High school diploma or G.E.D required. Associates or Bachelor's degree preferred. Must be CLEET certified with a minimum 5 years of experience in law enforcement.

Knowledge, Skills, and Abilities

Ability to:

- Prepare detailed files when issuing tax warrants.
- Read, write, speak and understand the English language.
- Protect the County's value by keeping information confidential.
- Perform assigned tasks under moderate supervision. Follow written and verbal instructions.
- Prepare written reports and correspondence as required.
- Maintain physical condition and stamina appropriate to performance of assigned duties.
- Manage situations firmly, courteously, tactfully, and impartially.
- Prepare and maintain records and reports.
- Communicate effectively, both orally and in writing.
- Operate a motor vehicle safely.

Physical Demands

Although not an exhaustive list, the employee must be able to successfully meet a set of physical demands such as standing, walking, climbing over obstacles, moving with agility, and lifting up to 50 lbs.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job. The duties and responsibilities listed within this job description are subject to change or reassignment by management at any time.