



# San Miguel County

Human Resource Office

**Eileen Sedillo, Director**

Chairman: Harold Garcia, District 1 | Vice-Chair: Martin Sena, District 4  
Max Trujillo, District 3 | Kenneth Medina, District 5 | Bernadette Baca, District 2  
County Manager: Joy Ansley | Deputy County Manager: Jesus M. Romero

## SAN MIGUEL COUNTY EMPLOYMENT OPPORTUNITY

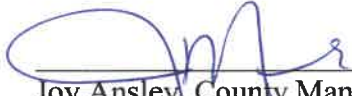

San Miguel County is accepting applications for the position of **Tax Processor I** with the Treasurer's Office. Duties include performing routine functions involving research, review and processing property tax accounts and related documents while performing tax collection procedures. Communicates with county taxpayers on a daily basis and provides services necessary to help with the information necessary regarding their tax accounts and any other questions that they may have concerning the Treasurer's Office. The Tax Processor I ensures accuracy and accountability for daily collections and reporting utilizing the Treasurer's tax collection software. May be required to assist in developing, modifying and correcting office software functions.

SALARY RANGE 19: \$27,575.00 - \$34,468.00

DEADLINE: November 1, 2024

Applications and a detailed job description may be picked up from the San Miguel County Human Resource Office located at the San Miguel County Administration Complex, 500 West National, Suite 202. You may also obtain an application and job description on the San Miguel County's website at [www.co.sanmiguel.nm.us](http://www.co.sanmiguel.nm.us).

San Miguel County is an Equal Opportunity and Affirmative Action Employer. The County reserves the right to reject any and all applications.

 Joy Ansley, County Manager	<u>10/18/24</u> Date
 Eileen Sedillo, Human Resource Director	<u>10.18.2024</u> Date

Published: \_\_\_\_\_, 2024



# **San Miguel County**

## **TREASURER'S OFFICE TAX PROCESSOR I JOB DESCRIPTION**

### **POSITION RANGE I:**

Salary: \$25,000.00 to \$32,000.00  
Status: Full-Time Position  
FLSA: Non-Exempt

### **GENERAL STATEMENT OF DUTIES:**

Under the general direction of the County Treasurer and the Chief Deputy Treasurer, the Tax Processor I performs routine functions involving research, review and processing of property tax accounts and related documents while performing tax collection procedures. This individual may perform other duties that may be assigned the supervisor.

### **EXAMPLES OF WORK PERFORMED:**

Works daily at his/her work station collecting and processing tax/miscellaneous payments. Communicates with county taxpayers on a daily basis and provides the service necessary to help with the information needed in reference to their tax accounts and any other questions that they may have in regards to the service we provide in the Treasurer's Office. The Tax Processor I insures accuracy and accountability for his/her daily collections and reporting. Works utilizing Treasurer's tax collection software on a daily basis and may be required to assist in developing, modifying and correcting office software functions.

### **ESSENTIAL FUNCTIONS:**

Essential functions may include, but are not limited to, the following:

- Answer telephone, check and respond promptly and positively to telephone voice messages, and questions;
- Respond promptly to electronic email inquiries;
- Must be capable of significant repetitive motion job tasks including, but not limited to those listed herein;
- Must have positive public relations skills and demonstrate an ability to work with the public in a positive, proactive and proficient manner;
- Enter and complete payments daily into the computer system;
- Conducts research as necessary of customer accounts;
- Conduct audits of customer accounts;
- Assist walk in customers;
- Perform other duties as assigned.

### **MINIMUM QUALIFICATIONS:**

1. High School Diploma or GED required.
2. Minimum of one year post-secondary education in finance or general business or related field.

3. Minimum of two years' work experience in a business setting working as a cashier or operating computer workstations.
4. Must be able to work with minimum supervision and be able to compile financial reports that may be required.

**WORKING CONDITIONS:**

Work is performed in an office and/or on the field. Travel may be required.

**PHYSICAL REQUIREMENTS:**

Primary Work Positions: Walk 15%, Sit 45%, Stand 15%, Lift 10%, Kneel 5%, Squat 5%, Drive 5%


*Position specifications are intended to present a descriptive list of the range of duties performed by employees in the position. Specifications are not intended to reflect all duties performed within the job.*

**JOB DESCRIPTION APPROVED BY THE BOARD OF SAN MIGUEL COUNTY**

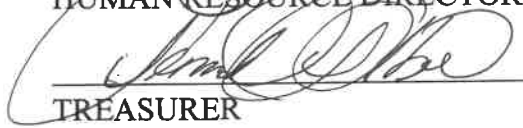
**COMMISSIONERS:** 2.9.2021

  
 \_\_\_\_\_  
 COUNTY MANAGER

2/10/2021  
 \_\_\_\_\_  
 DATE

  
 \_\_\_\_\_  
 HUMAN RESOURCE DIRECTOR

2.9.2021  
 \_\_\_\_\_  
 DATE

  
 \_\_\_\_\_  
 TREASURER

2-15-2021  
 \_\_\_\_\_  
 DATE

\_\_\_\_\_  
 EMPLOYEE

\_\_\_\_\_  
 DATE