



# Property Collections Supervisor

## Job Description

Department: Treasurer  
Position: Career Service  
Grade: 722  
Supervisory: Supervisor  
Reports to: Property Collections Manager

### Summary

Under the general direction of the Property Collections Manager, supports the customer collection function and is responsible for balancing monies and statements and ensuring accuracy thorough audits and creating reports.

### Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Provide training, assign and monitor work, and determine vacation schedules.
2. Participate in the preparation of the yearly budget.
3. Prepare various high-liability, detailed, and complex, monthly and annual financial reports and spreadsheets.
4. Prepare and submit reports, often extensive and long term, as required by State law and County procedures.
5. Provide backup support for daily balancing of funds collected. Responsible for daily balancing and collections activities.
6. Use highest authorization to perform corrections to all restricted files including reversal of record transactions. Correct others' errors, research problems and correct information on computer record. Disburse credits when applicable.
7. Assist department head in making decisions to hire, promote, or release employees according to County rules and regulations.
8. Assist in resolving confidential personnel issues.
9. Provide information regarding department policies, procedures, and general information to County employees and also to the public.
10. Communicate with other departments to complete joint reports and projects.
11. Coordinate department-wide projects and prepare related final products.
12. Provide support for all clerical and collection functions in department.
13. Attend various meetings in behalf of department administrators.
14. Resolve complex customer concerns or difficult transactions.
15. Correspond through mail or telephone with people regarding complex and irregular office activities.

### For Office Use Only

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Job Title: Property Collections Supervisor  
FLSA: Non-Exempt  
Effective Date: 11/14/2023  
Public Safety: No

Worker's Compensation: Clerical  
Background Level: II  
Safety Sensitive: No  
DOT: No  
ML: Supervisor

16. Maintain an accurate balance of petty cash.
17. Prepare correspondence, reports, and other materials.
18. Train staff with regard to personal property, collections, seizure and sale. Make corrections to errors made by staff.
19. Train staff in downloading and importing motor vehicle records. Oversee the refund process for motor vehicle registration.
20. Submit purchase requisitions for office supplies.
21. Prepare and authorize payroll for an entire department or office.

### **Knowledge, Skills, and Abilities**

- Knowledge of various computer applications such as word processing, spreadsheets, and data entry
- Knowledge of variety of office machines including a ten-key by touch
- Skilled in basic math and accounting for a high degree of accuracy working with legal and financial documents and money
- Skilled in written and verbal communication
- Skilled in performing detailed and complex analysis and preparing reports
- Ability to effectively organize projects
- Ability to efficiently organize and complete own work while supervising and training others in their work
- Ability to solve problems and make decisions in the absence of department administrators
- Ability to establish and maintain effective working relationships with those contacted in the course of work activities

### **Supervisory Responsibility**

This position has direct supervisory responsibility and serves as a coach and mentor for other positions in the department.

### **Work Environment**

This job operates in a professional office environment. This position requires a high degree of accuracy, speed, and concentration. Deadline pressures exist while dealing with the public. This role routinely uses standard office equipment such as a laptop, desktop, smartphone, photocopiers, shredders, and filing cabinets. The noise level in the work environment is usually moderate.

### **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 required to use manual dexterity to handle, feel, and operate objects, tools and controls, and reach with hands and arms. This employee is

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frequently required to stand, talk, and listen. Specific vision abilities by this job include close vision and ability to adjust focus. The employee is required to type, file and lift office supplies up to 25 pounds.

#### **Position Type/ Expected Hours of Work**

Incumbent must work 40 hours each week to maintain full-time status. There is availability to work out a flex schedule ahead of time that works for both the County and the employee. Occasional evening and weekend work may be required as job duties demand.

#### **Travel**

This position requires up to 5 percent travel.

#### **Required Education and Experience**

1. Associate's degree in business management or a generally related field.
2. Three (3) years of accounting or collections experience with demonstrated competence.
3. Equivalent combinations of education and experience may also be considered.

#### **Preferred Education and Experience**

1. Preference may be given to applicants with lead or supervisory experience.

#### **Additional Eligibility Qualifications**

1. Selected applicants must be bondable.
2. Selected applicants will be required to submit to a pre-employment drug screen and background check.

#### **AAP/EEO Statement**

It is the policy of Utah County Government to assure equal employment opportunity to its employees and applicants for employment without regard to race, color, religion, national origin, disability, age, sex, sexual orientation, genetic status or gender identity.

#### **Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee of this job. Duties, responsibilities, and activities may change at any time.

Utah County Government is a drug-free workplace.

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**Acknowledgement below to be completed after an offer has been extended and accepted.**

This job description has been approved by the Office of Human Resource Management in consultation with the Department Head.

Signature below constitutes an understanding of the requirements, essential functions and duties of the position.

Candidate / Employee \_\_\_\_\_ Date \_\_\_\_\_

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