

Part-Time Deputy Tax Clerk – Special Inventory Property Tax Collections (Richmond)

The Tax Office in Richmond is experiencing a significant increase in workload related to the processing of dealer special inventory escrow payments. To ensure efficient and accurate handling of these tax collections, a part-time Deputy Tax Clerk is essential.

Key Responsibilities & Justification

1. Dedicated to Special Inventory Tax (SIT) Operations:

- This position will be 100% dedicated to Special Inventory Tax (SIT) duties, ensuring focused oversight and compliance with SIT-related processes.
- Responsibilities include processing dealer escrow payments, tracking delinquent accounts, applying penalties and updating dealership records with the Central Appraisal District.
- Once taxes have been added to the roll (typically in November), a report must be run daily to check and move any payments that get posted to SIT accounts.
- In February, after all previous year's statements have been posted, the clerk will have to ensure there are no payments in incorrect accounts. If there is a balance on the account, statements are created and sent by the clerk.
- Once the funds have been rolled over and allocated correctly the clerk will work with the accounting department to get checks made out to the entities we collect for and send them out by the deadline of February 15th each year

2. Managing Dealer Special Inventory (SIT) Payments & Compliance:

- This role is crucial in receiving, processing, and posting monthly SIT statements and payments, as well as handling yearly declarations.
- Ensuring compliance by monitoring late or non-paying dealers, applying the correct penalties and fines, and ensuring timely collections.
- Working closely with the Central Appraisal District to update records, including adding new dealerships and removing closed businesses.

3. Oversight of Multiple Dealer Categories:

- This position will be responsible for overseeing tax collections and compliance for Heavy Equipment Dealers, Manufactured Housing Dealers, Motor Vehicle Dealers, and Vessel & Outboard Motor Dealers.
- Ensuring these businesses meet reporting and payment deadlines while addressing any delinquencies or discrepancies.

4. Monitoring the Website:

- Regularly reviewing and updating online information related to SIT tax collections, dealer compliance, and public notices.
- Ensuring accurate and up-to-date resources are available for taxpayers and businesses.

5. Funding Source – SIT Funds:

- This position was not included in the FY2025 salary budget, however because the job duties are exclusively for Special Inventory Tax, SIT fund should be utilized to cover the salary of \$15 and hour, 29 hours a week.
- Using SIT funds for this position is appropriate and justified, as it aligns with the structure and purpose of the role, ensuring that SIT processes are effectively managed without impacting the general salary budget.

6. Handling a Growing Volume of Transactions:

- With 260 dealerships currently in the jurisdiction, the demand for tax collection services is rapidly increasing due to population and business growth.
- A dedicated clerk will act as the primary intake person for these payments, ensuring accuracy and efficiency in processing.

7. Enhancing Delinquent Tax Collection Efforts:

- This position will play a vital role in tracking and collecting delinquent taxes when dealers fail to pay on time, directly impacting revenue recovery.

8. Operational Efficiency & Customer Service:

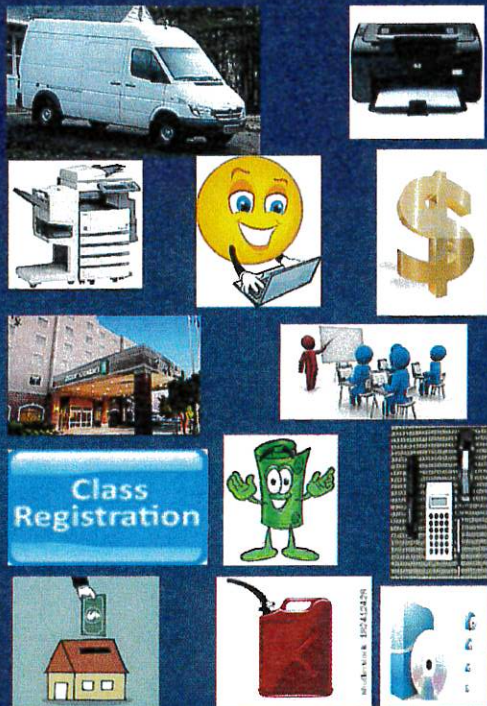
- Having a dedicated staff member will improve response times, reduce processing delays, and enhance the overall service experience for dealers.
- Alleviates the workload on existing staff, allowing them to focus on other essential tax office functions.

A part-time Deputy Tax Clerk is critical for maintaining the integrity and efficiency of Special Inventory Property Tax collections. This position will not only support the increasing workload but also ensure compliance, maximize revenue collection, and provide essential services to the growing number of dealerships in the region.

SIT Deputy Clerk 3 Year Budget

			1ST YEAR	2ND YEAR	3RD YEAR
SALARY		15/HR @ 29 HRS PER WEEK	22,620.00	22,620.00	22,620.00
COMPUTER		1.00	700.00		
MONITORS		2 @ 100	200.00		
TRAINING (HOTEL)		2 NIGHTS @150.00	300.00		
DESK		1.00	1,500.00		
CHAIR		1.00	250.00		
PHONE		1.00	650.00		
OFFICE SUPPLIES			200.00	200.00	200.00
COPIER/SCANNER		1.00	400.00		
REC'D BY SIT DEPT - STAMP		3 @ 20.00	60.00		
BINDING MACHINE		1.00	750.00		
			27,630.00	22,820.00	22,820.00

Benefits of Collecting Penalties



- ▶ Vehicles/Maintenance
- ▶ Gasoline
- ▶ Professional Development
- ▶ Dues, Courses, Per Diem, Hotels, Conference Registration
- ▶ Copy Machines/Printers
- ▶ Computers
- ▶ Software
- ▶ Salaries

☺☺ Expenses you would not mind published on the front page of the news paper!