

WASHINGTON COUNTY
Job Description

JOB TITLE: Data Base Analyst

Exempt (Y/N): No

DEPARTMENT: Collector

DATE REVIEWED: July 2014

SUPERVISOR: Chief Deputy

SUMMARY:

Audits system for incorrect data and pulls queries for delinquent tax department. Designs and maintains custom database and reporting applications using Microsoft Office products for various departments and management team. Audits system for incorrect data and designs queries for delinquent tax department. Evaluate and respond to issues regarding requests for tax information. Act as a liaison for proprietary software vendors and perform routine office automation technology troubleshooting. Work with department heads in development of new customized database applications. Audit or monitor system files sent to INA FOR credit card collections and respond to all outside request for tax data.

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

1. Work with collection to maintain new system application.
2. Work with delinquent department on programming issues.
3. Prepare reports for collector's land and credit certification.
4. Prepare reports for newspaper publication.
5. Perform other related duties as they pertain to computer upgrades.
6. Correct errors made by Cashier Clerks as needed.
7. Work with department heads in maintenance of new customized database applications.
8. Work with department heads in maintenance of custom databases and seasonal data and reporting issues.
9. Audit or monitor system files sent to INA for credit card collections.
10. Respond to all outside request for tax data; correspond with mortgage companies on data processing issues.
11. Prepare all reports for collector's land and credit certification; monitor delinquent accounts leading up to certification.
12. Prepare reports for newspaper publication (two or three times yearly).

13. Prepare, format and troubleshoot annual data compilation of tax books, statement generation and data delivery to printers.
14. Assist delinquent department in mailing issues (mostly returned mail) and quality assurance of taxpayer address database.
15. Assist delinquent department in issues regarding delinquent business data, mobile home, escrow and utility collections.
16. Perform miscellaneous duties as they pertain to office technology upgrades.
17. Correct errors by Cashier Clerks within the confines of proprietary information system.

QUALIFICATION REQUIREMENTS:

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

EDUCATION and/or EXPERIENCE:

The incumbent must possess a high school diploma or GED plus 2 years computer training; 3 years related experience is required.

OTHER SKILLS and ABILITIES:

The incumbent should possess excellent communication, interpersonal and problem solving skills as well as analytical ability. Also, should have knowledge of modern office practices, procedures, and equipment. The incumbent should possess good organizational skills for prioritizing workloads. Other skills include accurate typing/computer skills, knowledge of relational databases.

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

While performing the duties of this job, the employee is regularly required to sit, talk, hear, and use hands to finger, handle, or feel objects. The employee must occasionally walk. The employee must occasionally lift and/or move up to 10 pounds.

Specific vision abilities required by this job include the ability to adjust focus and close/color vision.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The incumbent is exposed to a risk of radiation. The noise level in the work environment is usually moderate.