



DALLAS COUNTY JOB DESCRIPTION

Job Title:	Office Branch Manager	Job Code:	7004200	Job Grade:	E
Reports To:	Tax Motor Vehicle Director	Pos. No:	Various	FLSA Code:	E
Department:	Assessor/Collector	Loc. Code:	0280004	SIC Code:	7389
				WC Code:	5506
Division:		CS Code:	A, B, C, D	EEO Code:	F01

Summary of Functions: Manages a branch office which is responsible for the processing of auto tax, title, licensing, registration and property tax payments.

Management Scope: Manages approximately twenty (20) staff members.

Duties and Responsibilities:	% of Time	Essential Non-essential
1. Plans, organizes, delegates, and oversees the daily operations of several areas of responsibility to ensure compliance with applicable laws, policies, and procedures. Supervises and instructs section personnel concerning job duties and applicable laws, policies and procedures. Acts as technical expert in responding to complex problems or issues that section personnel cannot resolve.	45	E
2. Ensures staffing coverage is adequate, productivity standards are met and effective; provides feedback to staff; collects data for performance measures; generates activity reports and statutory reports to the respective governmental agencies; oversees daily receipts and deposits to ensure balance and accuracy; oversee payroll time and attendance to ensure accuracy.	15	E
3. Ensures that dealers are bonded annually before completing license transactions, visits dealerships and assists in instructing their employees concerning licensing laws, policies and procedures.	10	E
4. Ensures the accountability and proper handling of funds according to policies and procedures.	10	E
5. Hires and trains staff, evaluates performance, initiates disciplinary actions, and maintains time and attendance. Assigns and coordinates workload in the department and ensures policies and procedures are current and within law.	10	E
6. Completes administrative reports and assists with the completion of others.	05	N
7. Performs other duties as assigned.	05	N

Minimum Qualifications:

Education, Experience and Training:

Education and experience equivalent to a Bachelor's degree from an accredited college or university in

Business, Finance, or a job related field of study. Two (2) years related experience. One (1) year supervisory/management experience.

Special Requirements/Knowledge, Skills & Abilities:

Knowledge of vehicle title and registration procedures, vehicle sales tax laws and property tax laws preferred. Skilled in the use of standard software applications. Ability to effectively communicate, both verbally and in writing, and establish and maintain effective working relationships with employees, departments and the general public.

Physical/Environmental Requirements:

Standard office environment.

Hay Points/Point Factor:

KH: E13 – 200, PS: D3(29%)-57, AC: C1P – 76, Total: 333, KH/PS/AC: 60-17-23, Profile: +2

Supervisor Signature _____

Date _____

Reviewed by Human Resources/Civil Service on

Date 11/05; 1/24/17,4/17/17

Approved by Civil Service Commission on

Date 12/19/05,4/17/17

This job description shows typical requirements of a position within this classification. This description is not intended to be all-inclusive. Individual positions may vary slightly in functions, job dimensions and requirements. Any percentage of time included on each function is only an estimate and may change depending on the specific departmental tasks. Candidates whose disabilities make them unable to meet these requirements will still be considered fully qualified if they can perform the Essential Functions of the job with reasonable accommodation.