		Treasure	er-Tax Collector	
Budget Unit #	Allocated Positions	Safeguard monies and invest surplus funds		
1011000000 1011600000	27 13	 Collect property and transient occupancy taxes and issue business licenses Collect debts owed to San Joaquin County Chairs Treasury Oversight Committee 		
Total	40	Trustee to the San Joaquin County		
		1.0 Treasurer	-Tax Collector (Elected)	
				1.0 Executive Secretary
		1.0 Assistant Treas	urer-Tax Collector	
Treasury Division		Tax Division Secured Section	Revenue & Recovery Division (Page 22.2)	
 Manage cash flow Invest surplus funds Manage banking services Process and deposit checks Maintain unclaimed properties Support debt financing 		 Distribute secured and unsecured property tax bills Collect and enforce tax payment Arrange payment plans Sell tax-defaulted properties Collect transient occupancy tax Issue business licenses 	1.0 Accounting Technician II 1.0 Accounting Technician I 4.0 Sr. Office Asst./Office Asst.	1.0 Departmental Information Systems Analyst III
			Delinquent Secured Section	
1.0 Chief Deputy Treasurer 1.0 Accounting Technician II 2.0 Accounting Technician I 1.0 Office Assistant Specialist		1.0 Chief Deputy Treasurer-Tax Collector	1.0 Accounting Technician II1.0 Accounting Technician I1.0 Sr. Office Asst./Office Asst.	
			Unsecured Section	
			2.0 Accounting Technician II 1.0 Accounting Technician I 2.0 Tax Collection Specialist	
			Accounting Section	
			1.0 Accountant III 1.0 Accounting Technician II 1.0 Accounting Technician I	

Revenue & Recovery Division

• Collect monies owed to the County and take appropriate legal action to secure such accounts

1.0 Assistant Treasurer-Tax Collector

Collection Section

- Collect monies due to the County
- Locate debtors, assets, & employment to satisfy debts
- Arrange payment plans
- Identify debts to take legal action
- Appear & testify in court
- 1.0 Collections Supervisor
- 5.0 Sr. Collections Clerk/Collections Clerk II/I

Accounting Section

- Provide accounting services
- Process payments & correspondences
- Prepare legal actions in superior & small claims court
- Prepare writs, order of examination, & creditor's claims.
- 1.0 Accounting Technician II
- 2.0 Accounting Technician I
- 2.0 Office Assistant Specialist
- 2.0 Sr. Office Asst./Office Asst.