

V.

Consider approving any refunds for the Southeast Williamson County Rd. Dist. #1.

No action was taken on this agenda item.

VI.

Consider approving any refunds for the Northeast Round Rock Road Dist. #1.

No action was taken on this agenda item.

VII.

Consider authorizing release of lien for any properties in district which have paid assessment in full.

No action was taken on this agenda item.

VIII.

Discuss and take any appropriate action on moving Road District administrative services from the Precinct 2 Commissioner's office to the Tax Assessor/Collector's office.

County Tax Assessor/Collector Deborah Hunt discussed the proposed change.

Moved: **Commissioner Boatright**

Seconded: **Commissioner Limmer**

Motion: To approve moving Road District administrative services from the Precinct 2 Commissioner's office to the Tax Assessor/Collector's office, with the full time employee to be subject to the same eligibility for benefits and merit raises as any other county employee.

Vote: **4 – 0** with Commissioner Heiligenstein absent from the dais.

< Attachments >

Budget For Road District Specialist				
Moving From Commissioner Boatright's Office to Tax Assessor-Collector				
001100	Salary	1 Full Time Employee for Road District, Road Assessments, & Property Tax Work. 1 Part-Time Employee for Road work 6 Months each year.	18/1 \$10.50/Hour 1040 hours each year	\$ 25,487 \$ 10,920 \$ 36,407 Total
001101	FICA	Salary x .0765		\$ 2,785 \$ 2,785 Total
002020	Retirement	Salary x .1011		\$ 3,681 \$ 3,681 Total
002030	Insurance	Employee x \$2,760		\$ 2,760 \$ 2,760 Total
003005	Office Furniture <\$500>	Desk Chair		\$ 250 Total
003006	Office Equipment <\$500>	Calculator	2 @ \$90	\$ 180 Total
003100	Office Supplies			\$ 225 Total
003900	Memberships, Dues	TAAO State Dues TAAO Chapter Dues BTPE Registration		\$ 45 \$ 10 \$ 100 \$ 155 Total
004231	Travel	Yearly Travel to annexes and as needed.	1.5 Employees	\$ 345 Total
004232	Training	TAAO/Regional Mtgs TAAO Chapt Mtgs (Monthly) BTPE Certification Training Various Workshops	Various Locations/Mileage 9 x \$5 Meal Mileage Course 8	\$ 50 \$ 45 \$ 20 \$ 365 \$ 180 \$ 660 Total
005750	Office Furniture >\$500 (\$500 or More)	Cubicle for road Specialist	\$26,717/10 cubicles	\$ 2,672 \$ 2,672 Total
Total				\$ 50,120

JOB DESCRIPTIONDEPT. 499POSITION: **ROAD DISTRICT SPECIALIST**TITLE OF SUPERVISOR: PROPERTY TAX OPERATIONS MANAGERNO. OF PERSONS EMPLOYEE SUPERVISES: 0

JOB SUMMARY: RESPONSIBLE FOR DATA AND CALCULATIONS RELATING TO THE ROAD DISTRICTS AND THE ROAD ASSESSMENTS THROUGHOUT THE COUNTY.

ESSENTIAL DUTIES:

1. (D) POST CURRENT AND DELINQUENT PAYMENTS
2. (D) PREPARE BANK DEPOSITS
3. (D) RESPOND TO CUSTOMER INQUIRIES ON ACCOUNT STATUS AND PAYOFFS.
4. (D) PREPARE, FILE, AND RELEASE LIENS AS APPROPRIATE.
5. (W) CONTACT WITH DEVELOPERS, OWNERS, AND CITY PLANNERS ON CURRENT STATUS OF PROPERTIES.
6. (M) RESEARCH PROPERTY IN THE COUNTY CLERK'S OFFICE.
7. (M) SUPPLEMENTS:
 1. BALANCING
 2. MAILING STATEMENTS AND REFUNDS
8. (D) BUILD NEW ACCOUNTS FROM SPLITS
9. () PARTICIAPTE IN EDUCATIONAL SEMINARS
10. () OBTAIN CERTIFICATION
11. () OTHER DUTIES AS MAY BE ASSIGNED.

PHYSICAL DEMANDS: FREQUENT SITTING, DATA ENTRY, LIFTING AT LEAST 25 POUNDS, STANDING AT COUNTER, BENDING.

ENVIRONMENTAL FACTORS: CONTACT WITH THE GENERAL PUBLIC. WORK INDOORS IN AN AIR-CONDITIONED OFFICE. NON-SMOKING WORKPLACE.

QUALIFICATIONS:

EDUCATION: HIGH SCHOOL DIPLOMA OR EQUIVILANT

EXPERIENCE: CLERICAL , KNOWLEDGE OF OFFICE EQUIPMENT, REPORTING PROCEDURES, AND DATA PROCESSING. CUSTOMER SERVICE EXPERIENCE AND EXPERIENCE IN HANDLING LARGE CASH AMOUNTS AND EXCELLENT COMMUNICATION SKILLS.

SKILL/ABILITIES: TYPING, DATA ENTRY, 10-KEY BY TOUCH, WORK WITH PUBLIC, COMPUTER LITERATE, EXCELLENT COMMUNICATION SKILLS. PREFER PRIOR PROERTY TAX EXPERIENCE.

SPECIAL CERTIFICATION: RTC CERTIFICATION PREFERRED

DEPARTMENT HEAD/SUPERVISOR_____
DATE

Adopted 8Feb01

Motion: To approve payment of bills as follows:
 \$251.27 to Brown, McCarroll, Sheets & Crossfield
 \$88.20 to McCreary, Veselka, Bragg & Allen, P.C.
 \$200.00 to Nickey Lawrence
 \$431.67 to Williamson County Auditor
 \$135.65 refund to Monica Huff
 \$83.08 refund to Ralph Seibert
 \$83.08 refund to Alberto Vasquez
 \$41.62 refund to Transamerica RE Tax Service
 \$8.54 refund to Columbia National Inc.
 \$207.70 refund to Roberto Medina
 \$207.70 refund to Brian Sweeney
 \$119.18 Austin Title Company
 Vote: 5 – 0

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Vote: 4 – 0 with Commissioner Heiligenstein absent from the dais.

THE ROAD DISTRICT MEETING ADJOURNED AT 11:00 A.M. ON TUESDAY, FEBRUARY 13, 2001.

THE FOREGOING MINUTES recorded on Minutes Pages 1 through 331, inclusive had at a Regular Session of Commissioners' Court of Williamson County, Texas, having been read are hereby approved this 20th day of February, 2001.


 John C. Doerfler, County Judge

ATTEST: Nancy E. Rister, Clerk County Court & Ex-officio Clerk,
 Commissioners' Court, Williamson County, Texas

By: 
 Deputy Clerk

