



TANGIPAHOA PARISH SHERIFF'S OFFICE

GERALD D. STICKER, SHERIFF

Job Title: Property Tax Supervisor

Rank: Sergeant

Division: Office of Administration

Department: Finance & Accounting

Unit: Property Tax

Reports To: Captain | Major

Status: Full Time 80– Essential Employee

Effective: June 1, 2026

Reviewed: T Carrasco

SUMMARY

The Property Tax Supervisor oversees all operations within the Property Tax Department, ensuring accurate collection, accounting, and distribution of ad valorem (property) taxes as assessed by the Tangipahoa Parish Tax Assessor. Also, comprehensive oversight of occupational license eligibility, issuance and regulation. This position supervises departmental staff, monitors financial transactions, ensures compliance with applicable state and local tax laws, and maintains accountability in all fiduciary functions.

ESSENTIAL JOB FUNCTIONS

The duties listed below are intended to describe the general nature and level of work performed and are not intended to be an exhaustive list of all responsibilities associated with the position.

- Supervise daily operations of the Property Tax and Occupational License Departments, including the collection, posting, and reconciliation of all property and occupational license tax payments; as well as compliance with occupational license regulations.
- Provide leadership and direction to assigned staff, including scheduling, training, performance monitoring, and workflow management to ensure accuracy and efficiency.
- Review and verify the accuracy of deposits, reconciliations, and financial transactions; ensure timely distribution of collected funds to appropriate taxing authorities.
- Prepare, review, and approve financial and statistical reports, including daily deposit summaries, collection totals, and distribution statements.
- Oversee the preparation of tax liens, delinquent notices, final bills, and redemptions; ensures compliance with Louisiana statutes and parish ordinances governing property tax and license collections.
- Coordinate and participate in tax sales, ensuring adherence to statutory procedures and accurate documentation of transactions and redemptions.
- Ensure department records, correspondence, and reports are complete, accurate, and maintained in accordance with public record requirements and retention schedules.
- Ensure occupational license permitting and regulations are met including investigating, determining eligibility, proper classification, compliance checks, and notices are timely and complete and all other requirements.
- Respond to inquiries from taxpayers, legal representatives, governmental agencies, and financial institutions, providing accurate information and always maintaining professionalism and confidentiality.
- Monitor departmental compliance with all relevant state, local, and internal financial policies, including cash handling, deposits, and reporting standards.
- Review and implement internal controls to maintain data integrity, prevent errors, and support fiscal accountability.
- Oversee inventory of supplies and equipment, approve necessary purchases, and ensure proper stewardship of resources.

- Assist with internal and external audits, ensuring timely submission of all records, reconciliations, and documentation requested by auditors or external agencies.
- Ensure staff are informed and trained on current procedures, updates, and regulatory changes affecting tax operations and grant compliance.
- Maintain the highest level of integrity, discretion, and accuracy in all fiscal and administrative duties.
- Perform other related duties as assigned by the Chief of Administration or designated supervisor.

Note: Tangipahoa Parish Sheriff's Office provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

Additionally, the Tangipahoa Parish Sheriff's Office is committed to providing equal employment opportunities to qualified individuals with disabilities. In compliance with the Americans with Disabilities Act (ADA), the agency will provide reasonable accommodations to enable qualified applicants and employees to perform the essential functions of the job, unless doing so would cause undue hardship. Employees who believe they may require an accommodation are encouraged to notify their supervisor.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. High school diploma or GED required and must be at least 18 years of age. High school diploma or GED required and must be at least 18 years of age. 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.

PHYSICAL AND SENSORY DEMANDS

- **Hearing:** Must be sufficient (unaided or aided) to discern and distinguish spoken words and speech from background noise. Any amplification devices used must prevent further hearing loss while allowing performance of essential hearing tasks.
- **Vision:** Must be sufficient (unaided or aided) to perform essential sight tasks, including reading screens and written materials.
- **Voice:** Must be sufficient (unaided or aided) to perform essential speaking tasks and communicate clearly.
- **Other Demands:** Work involves varying levels of stress based on interactions with the public, peers, and emergency situations.

EDUCATION and/or EXPERIENCE: Graduation from an accredited college or university with a bachelor's degree in accounting finance, business, public administration or another related field. Four (4) years of accounting or related experience and/or training; or equivalent combination of education and experience. Applicant must be highly proficient in Microsoft Excel and be detailed oriented. Minimum of three (3) years of progressively responsible experience in tax collection, accounting, or related government financial operations, including one (1) year in a supervisory or lead capacity preferred. Working knowledge of Louisiana property tax laws, parish ordinances, and applicable accounting standards. Proficiency with financial software applications, spreadsheets, and databases; ability to generate detailed reports and reconciliations.

SUPERVISORY DUTIES: Directly supervises clerks. Is responsible for the overall direction, coordination, and evaluation of this unit. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

PHYSICAL DEMANDS: This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects, and some light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects; work requires reaching, fingering, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, operation of machines, and determining the accuracy and thoroughness of work; the worker is not subject to adverse environmental conditions.

WORK CONDITIONS: Work is performed in a relatively safe, and secure 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 noise level in the work environment is usually moderate.

The Tangipahoa Parish Sheriff's Office has the right to revise this job description at any time. This description does not represent in any way a contract of employment.