

Job Information

Job title	Land Records Coordinator		Job Code: LNDRCD	Pay Grade: I
Title of immediate supervisor	Supervisor of Revenue Collection			
Department/Division	Finance			
Prepared by	N. Pallan			
Date Created	Feb 11, 2015	Revised date		
Dept Head Signature	Original signed by Valla Tinney	Date	Feb 20, 2015	

Job Purpose

Ensures the accuracy and integrity of the property database and provides technical consultation and problem solving assistance to users of the Tempest Land Management System. Assists the Manager of Revenue Services with special projects and provides information to the public at the counter, by email, and by telephone. Performs responsible administrative, clerical and public contact duties requiring accurate and efficient handling of a variety of tasks relating to the delivery of Revenue Services programs.

Duties and Responsibilities

- Ensures that the integrity of property information is maintained in accordance with established rules, regulations, policies and procedures.
- Establishes, populates, and maintains data values in the Tempest Land System including BC Assessment and Land Titles Office updates.
- Maintains the property database by researching all changes due to subdivisions, consolidations, etc.
- Notifies BC Assessment of any errors or omissions.
- Reviews and analyses land information processes and system.
- Tests Tempest software and identifies problems with computer programs.
- Responds to public and staff inquiries regarding property taxes, assessments, land and utility information.
- Develops and maintain web content for the Finance department.
- Assists the Manager of Revenue Services with special projects.
- Monitors Tempest forums and represents the department on Tempest Land/Tax Special Interest Groups.
- Provides problem solving assistance and training via telephone and on-site consultation to users of the Tempest Land Management System.
- Prepares and maintains files, records and reports.
- Enters customer payments into property tax sub-ledger accounts.
- Issues receipts for payment received for a variety of municipal services and levies.
- Receives daily deposits from Recreation Centres for inclusion with Municipal Hall receipts.
- Balances and reconciles payments to total receipts on a daily basis.
- Prepares and processes documentation required for retroactive home owner grants.
- Liaises with the Insurance Corporation of British Columbia to prepare and process documents required for parking offence notice fee collection.
- Performs other related duties as required.

Qualifications

- Grade 12 or equivalent.
- One year of post-secondary courses in business, accounting or office administration.
- Experience in dealing with the public.

- Three years of related Tempest experience including two years of municipal property tax office experience.
- Experience in receiving and balancing cash.
- An equivalent combination of education and experience may be considered.
- Keyboarding speed of 55 wpm.

Physical Requirements

No physical activity required.

Working Conditions

Works in an office environment.