

**COUNTY OF SAN DIEGO
TREASURER-TAX COLLECTOR
STUDENT WORKER
OPPORTUNITIES**



**SAN DIEGO COUNTY
TREASURER-TAX COLLECTOR**

COUNTY OF SAN DIEGO TREASURER-TAX COLLECTOR

**THE TREASURER-TAX COLLECTOR IS AN ELECTED COUNTY OFFICIAL
WHOSE DUTIES ARE MANDATED BY STATE LAW AND THE COUNTY CHARTER.
WHILE WORKING FOR THE OFFICE, YOU WILL:**

- Gain valuable experience, skills and knowledge to add to your resume, leading to possible future employment
- Work in a professional atmosphere
- Meet new people while learning skills you may not receive in a classroom
- Connect what you have learned in school to a real workplace

THE TREASURER-TAX COLLECTOR'S OFFICE CONSISTS OF THREE DIVISIONS INCLUDING:

[Tax Collection, Treasury and Administration](#)



FREQUENTLY ASKED QUESTIONS

Q. WHAT IS THE STUDENT WORKER PROGRAM?

- A. This program offers an opportunity to gain experience working in the Treasurer-Tax Collector's Office.

"Our mission is to provide the citizens, agencies and employees of San Diego County with superior financial services in terms of quality, timeliness, efficiency and value while maintaining the highest levels of customer service and satisfaction."

Available assignments vary within divisions of the Treasurer-Tax Collector's Office. The department's activities include: providing outstanding customer service to taxpayers both over the counter and on the telephone; processing tax payments; mailing of approximately 1 million tax bills each year; unsecured property tax collection; sale of tax-defaulted real property; administration of the County employee deferred compensation program and investing funds in the County's investment pool.

Q. WHAT ARE THE STUDENT EDUCATIONAL REQUIREMENTS?

- A. These positions are great opportunities for students interested in finance, business administration or public administration to gain experience working in a government office environment. **Minimum requirements include:** *Full-time enrollment in an undergraduate or graduate program leading to a degree (it is not required to attend school full time in the summer), and must maintain at least a 2.0 GPA.*

Candidates should possess the following skills and abilities: initiative and responsibility; excellent written, verbal and organizational skills; self-motivated and flexible to accommodate change; ability to prioritize effectively, multi-task, and meet deadlines.



Q. WHAT ABOUT GRADUATE STUDENTS?

- A.** Students who are enrolled full-time in a graduate program leading to a Master's or doctoral degree may be considered for the Student Worker program.

Q. WHAT DOES THE WORK SCHEDULE LOOK LIKE?

- A.** Student Workers schedule a minimum of 12 hours and a maximum of 20 hours per week during school, and a maximum of 40 hours per week during school breaks. Work hours are flexible to accomodate school schedules.

Q. HOW ARE STUDENT WORKERS COMPENSATED?

- A.** Students are hired on a temporary basis and paid at an hourly rate. For the most current range of hourly rates, please visit www.sandiegocounty.gov/hr.

**SUBMIT YOUR
RESUME,
COURSE OF STUDY
AND
GRADUATION DATE
VIA E-MAIL.**

TTCR@sdcounty.ca.gov



For more information, please contact
the TTC Human Resources Office at
619.531.4764

EXAMPLES OF STUDENT WORKER DUTIES INCLUDE:

- Research, analysis and troubleshooting requests
- Data entry, filing, and processing incoming and outgoing mail
- Research property tax information, ownership, recorded document records
- Preparing Word documents, Excel spreadsheets, and PowerPoint presentations
- Directly communicate with taxpayers in person, over the phone, by email and/or counter
- Clerical duties such as filing, scanning, copying, batching payments
- Assist with special projects



COUNTY ADMINISTRATION CENTER

1600 Pacific Highway, Room 102

San Diego, CA 92101

www.sdttc.com

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