



Job Title: Tax Clerk II

Exemption Status/Test: Non-Exempt

Reports to: Director of Tax Services

Date Revised: June 14, 2017

Dept. /School: Tax Office

Primary Purpose:

Under minimal supervision assist with the processing of district property taxes following established procedures for collection of tax revenue. Provide clerical services to the tax assessor/collector.

Qualifications:

Education/Certification

High school diploma or GED
Certified Education Office Professional (CEOP) preferred

Experience:

Bookkeeping experience at clerical level preferred
Banking experience at clerical level preferred

Special Knowledge/Skills:

Knowledge of bookkeeping principles and practices
Proficient in keyboarding, 10-key numerical data entry, and file maintenance
Ability to use software to develop spreadsheets and do word processing
Ability to work with numbers in an accurate and rapid manner to meet established deadlines
Effective organizational, communication, and interpersonal skills

Major Responsibilities and Duties:

Accounting

1. Process all tax payment transactions and post deposits.
2. Receive and process refunds from tax exemptions.

Data Entry

3. Input tax data.

Records and Reports

4. Assist with the preparation of annual tax rolls.
5. Prepare and send tax statements, notices, and receipts as directed.
6. Compile, maintain, and file all reports, records, and other documents as required.

Other

7. Assist taxpayers, officials, and other members of the public. Maintain effective rapport with general public and handle any problems or concerns in a prompt and courteous manner.

8. Prepare correspondence, memorandums, forms, manuals, requisitions, reports, and presentation for the tax assessor/collector.
9. Answer incoming calls, take messages, and route them to the proper party. Handle questions and requests that fall within level responsibility.

Supervisory Responsibilities:

None.

Mental Demands/Physical Demands/Environmental Factors

Tools/Equipment Used: Standard office equipment including personal computer and peripherals

Posture: Occasional bending/stooping, pushing/pulling, and twisting

Motion: Repetitive hand motions, frequent keyboarding and use of mouse; occasional reaching

Lifting: Occasional light lifting and carrying (less than 15 pounds)

Environment: May work prolonged or irregular hours

Mental Demands: Work with frequent interruptions; maintain emotional control under stress

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsible and duties that may be assigned or skills that may be required.